



## Conditions of Membership

The Gosnells Toy Library is a community service provided by parents as volunteers.

### 1. Membership Fees

Membership is for a period of 12 or 6 months. The fees are:

- Active \$70 per 12 months
- Active \$40 per 6 months
- Non Active \$140 per 12 months
- Non Active \$80 per 6 months
- Temporary memberships are available for 1 month and cost \$20 with a \$50 refundable deposit

There is a one off joining fee of \$10 on all new Memberships, including memberships which have been lapsed for more than 2 months.

Membership fees must be paid in full before the member has rights to borrow.

### 2. Borrowing

Borrowing is limited to 8 toys per Member for a 3 week period. After 3 weeks, toys are returned to the Library. Overdue toys accrue a fine at the rate of 50 cents per toy per week. If toys are more than 2 weeks overdue, then in addition to incurring a fine, membership will be suspended until toys are returned and fines paid in full.

### 3. Toy Returns

Members are responsible for checking and counting pieces before the toys leave the Toy Library and notifying the Supervisor on duty of any issues. If a toy is returned with missing or damaged pieces it will be assumed that the pieces were damaged or lost while on loan to that Member. Toys will be checked and counted by the Toy Library Helper on return.

If a toy is returned with missing or dirty pieces the Member will be asked to borrow the toy for a further 3 weeks, to find the missing piece/clean the toy. If, after this period, the piece cannot be found, the replacement cost of the piece/toy will be charged. If the toys are still considered to be dirty, the Member will be charged a \$5 cleaning fee.

If a missing or broken piece can be replaced or the toy is usable without it, the fine charged will be for the piece. If the piece cannot be replaced and the toy is unusable, the charge will be for the whole toy. If a missing piece is found after a fine the Member will be refunded upon production of a receipt.

### 4. Party Packs

Party Packs are available for hire by Active and Non-Active Members only. Bookings are made in advanced and must be done by visiting the library, a \$50 deposit and \$20 hire age fee is paid at booking.

For all other Party Pack conditions see Party Pack Booking Form or contact the Director.

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### 5. Members' Responsibilities

It is the Member's responsibility to ensure:

- children are adequately supervised whilst on toy library premises
- toys are played with in an appropriate manner
- toys borrowed are appropriate to the child's age group
- baby toys are disinfected before use and on return to the Toy Library
- toys are checked and counted for missing and damaged pieces before borrowing and on return
- toys are returned clean, dry and without damaged or missing pieces
- the Supervisor is advised of any missing or damaged pieces before the toy leaves the Toy Library
- they allow sufficient time to stay and have the returned toys counted and checked when returning
- they are up-to-date with their rosters, stock take and AGM commitments
- they have read and understood the Conditions of Membership and signed the New Member Registration Form

### 6. Roster Commitment

Active Members are required to perform 4 roster duties per 12 months or 2 rosters per 6 months, plus 1 Fundraising shift.

The Roster can be viewed at [www.gosnellstoylibrary.org.au](http://www.gosnellstoylibrary.org.au). Active Members are responsible for booking their own rosters via the Assistant Director or their Mibase Member Login.

An Active Member unable to attend a booked roster must contact the Assistant Director, at least 48 hours prior, to allow for a replacement to be found. Members who are more than 15 minutes late for their roster without contacting the Assistant Director will be fined as a no show (\$10).

Active Members who do not fulfill their rosters will receive a \$10 fine, per missed roster, and borrowing rights suspended until the fine is paid.

### 7. Annual Stock Take

Active and Non-active Members are required to attend the Annual Stock Take or nominate someone to participate on their behalf. Failure to do so will incur a fine of \$20 and membership will be suspended until the fine is paid. Please note no children are permitted at stock take.

### 8. Annual General Meeting (AGM)

Active and Non-active Members are required to attend the AGM or nominate someone to attend on their behalf. If the Member is unable to attend the AGM, apologies must be sent to the Director prior to the meeting. Failure to attend or send apologies will incur a \$20 fine and membership will be suspended until the fine is paid.

### 9. Cancelled and Suspended Membership

Members canceling, not renewing or have a suspended membership, must return toys within 4 weeks of your last borrowing date. If toys are not returned by this time it will be viewed as theft



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and treated as a matter for the police. Members unable to return the toys within this time can contact the Director to make alternative arrangements.

### **10. Grievances**

A grievance may be directed, in writing, to the Director. The Director will make a decision of action, with assistance from the Committee, and notify the Member of the outcome.

### **11. Liability**

The Gosnells Toy Library takes no responsibility for any damage or personal injury arising directly or indirectly from its equipment, on or off premises.