

# Gosnells Toy Library Member Guide

## Get Involved

The Gosnells Toy Library is a not-for-profit organization managed by a voluntary Committee, assisted by Toy Library members. Member involvement is essential to the smooth running of the Toy Library. Active Members are required to do 4 shifts a year (2 for 6-month members) and one fundraising activity. Non-Active members are not required to help out but are welcome to. Volunteering at the library is a great way to make friends in the community, as well as getting first pick at new toys! All members are required to attend AGM, which is held in the second half of the year.

## Open Hours

Gosnells Toy Library is open Saturdays, and the first and third Monday of every month, excluding public holidays. Our open time is 9:30am-11:00am. To allow us to close on time, members arriving after 10:50am will be allowed to return toys but not borrow.

## Committee

We are always looking for more committee members. Committee members are not required to complete standard rosters, but contribute in other ways such as organizing events, or maintaining toys. The committee meets every two months, if you are interested in joining the Committee please contact the Toy Library Director.

## Toy Cleaning and Care

Members are required to return toys clean. Nobody likes to borrow toys that haven't been cared for, and cleaning prevents the spread of germs.

Here is a quick guide to cleaning our toys:

- Wash the toy with warm soapy water. You might need to use a toothbrush to get into nooks. Rinse.
- Toys with batteries, baby rattles and wooden toys should not be submerged in water. Please wipe these toys thoroughly with a damp cloth and pat dry.
- Leave in the sun to dry, or dry with a clean tea towel.
- Wipe over wooden puzzles with a hot soapy damp (not wet) rag.
- If your child has been ill, please disinfect the toy before returning. This can be done with antibacterial wipes or spray. Please don't soak in disinfectant as this can remove the colour from some plastics.
- Cloth toys and costumes will have cleaning instructions on the tag. Some can only be spot cleaned, others can go in the washing machine.
- Outdoor and sandpit toys must be cleaned well to be stored inside. Immerse in soapy water in the laundry tub and then rinse under running water to remove sand.
- Please do not leave ride on toys outside in the rain or hot sun.

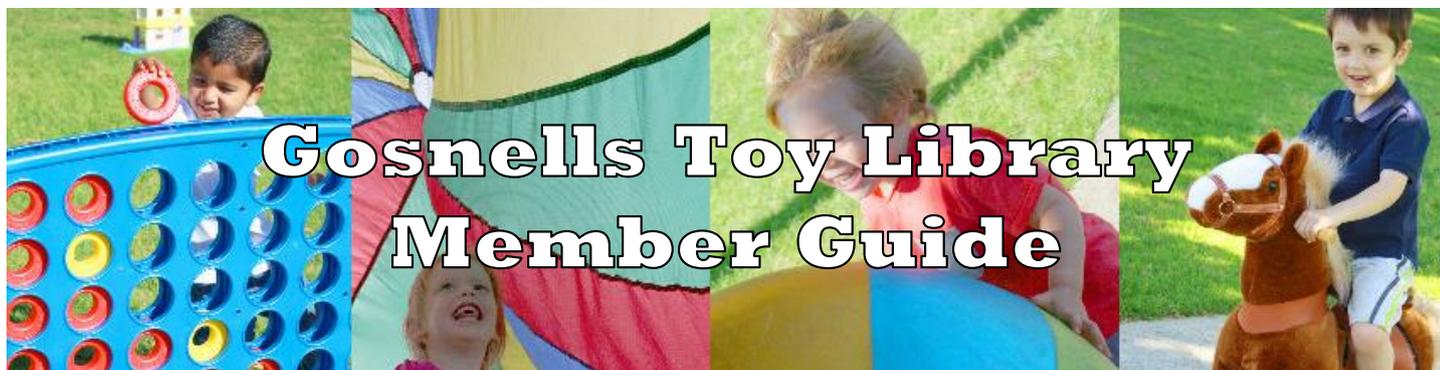
E: [gosnellstoylibrary@yahoo.com.au](mailto:gosnellstoylibrary@yahoo.com.au)

Ph: 6102 3511

W: <http://gosnellstoylibrary.org.au>

Last Updated June 2018

39 Coops Avenue  
Thornlie 6108



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## **Batteries**

Toys are stored without batteries at the toy library. Members provide their own batteries and remove them before returning toys.

## **Safety**

Please select toys which are appropriate for your children/s development and safety, and encourage safe play. Helmets must be worn on all Toy Library bikes and scooters.

## **Skill Development**

If you have a particular skill you want to encourage (i.e. sitting up, fine motor skills, climbing), please feel free to search Mibase or talk to the Session Leader at the Library desk during opening hours for recommendations.

## **Toy Donations**

We welcome donations of toys. They don't have to be new but must be in good condition. Sometimes we accept toys that are missing pieces to use for spare parts. We do not accept soft toys or bath toys.

## **Online Access**

Members are emailed a 'member login' for Mibase at sign up. Mibase contains a record of your toys on loan and allows members to search for toys and book rosters.

## **Party Toys**

Borrow toys that are perfect for parties! We have two packs available for different age groups, as well as a trailer available to hire to help transport larger items. See our website or speak to the Session Leader for more information.

## **Overdues**

The hire period is 3 weeks with a 2-week grace period. Mibase will automatically issue reminder emails after the 3-week mark. Members may be asked to return popular toys promptly, particularly if they are reserved. Please contact us if there is any issues with returning toys and we may extend the loan period.

## **Missing Pieces**

Every bag has a list of the toys that are contained inside and the replacement cost of the pieces. If pieces are missing please let the Library know upon return. You will be given the option to borrow the toy for another 3 weeks to find the missing piece, or pay for the lost pieces so we can purchase replacements. Please try not to lose pieces as some toys are no longer made and spare parts can be hard to come by.

If you find a missing piece after paying for it, simply bring it back to the toy library for a refund.

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