



Conditions of Membership

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

1. Summary

Memberships are for a period of 1, 6, or 12 months. Concession discounts are available to active Centrelink issued Pensioner Concession Card or Health Care Card holders. The fees are:

- Casual
 - \$20 (+ \$50 bond) per 1 month, no roster shifts required.
 - No concession discount available.
- Standard
 - \$55 per 6 months, 2 roster shifts required. \$45 concession price.
 - \$100 per 12 months, 4 roster shifts required. \$80 concession price.
- Volunteer +
 - \$35 per 6 months, 3 roster shifts required. \$25 concession price.
 - \$50 per 12 months, 6 roster shifts required. \$30 concession price.
- Off Duty
 - \$110 per 6 months, no roster shifts required. \$100 concession price.
 - \$200 per 12 months, no roster shifts required. \$180 concession price.

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.

Damaged bags will incur a \$5 replacement fee. Damaged boxes will incur a \$10 replacement fee for small and medium sizes, and \$15 for large size.

4. Party Hire

Party Hire toys are available at additional hire cost and for domestic use. Bookings are made in advance and can be done by completing the Party Hire Request form on our website. A \$50 deposit is required for all hires. Toy Library Members do not pay the administration fee.

For all other Party Hire conditions, please read the Party Hire Booking Form.

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

Volunteer+ and Standard Members are required to perform roster duties in exchange for a reduced membership fee.

Rosters can be nominated by logging into your SETLS account and selecting Volunteer History on the left side menu tab and selecting a date from the drop-down menu. Members are responsible for booking their own rosters via their SETLS Member Login or can speak with a Toy Librarian at the front desk for assistance.

A Member unable to attend a booked roster must contact the committee by texting the number in the automatic reminder email, or by emailing rosters@gosnellstoylibrary.org.au 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 committee will be fined as a no show (\$20).



Members who do not fulfill their rosters will receive a \$20 fine, per missed roster, and borrowing rights suspended until the fine is paid.

7. Annual General Meeting (AGM)

ALL 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.

8. Cancelled and Suspended Membership

Members cancelling, 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 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.

9. 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.

10. 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.