

MEMBERSHIP INFORMATION

Thank you for your interest in joining the Ocean Grove Toy Library.

Please read the following information carefully as it outlines the rules and regulations of the toy library, our hours of operation, our mission statement and other general information.

If you have any further queries about the Toy Library please contact our Coordinator, Yvette Anderson on 0407 342 586.



GENERAL INFORMATION

ADDRESS: Boorai Centre Ocean Grove
4-50 Shell Road
Ocean Grove 3226

POSTAL ADDRESS: Ocean Grove Toy Library
P.O. Box 97
Ocean Grove 3226

INTERNET ADDRESS: www.oceangrovetoylibrary.org.au

EMAIL ADDRESS: membership@oceangrovetoylibrary.org.au

HOURS OF OPERATION: Tuesday evening 7:30 – 8:30pm. Thursday afternoon 4-5pm & Saturday morning 10am – 11am

The Toy Library is open all year only closed during December-January school holidays.

WHAT IS A TOY LIBRARY?

The importance of toys to children

Play is important to all children and toys are a major element in helping children to play and learn. A Toy Library welcomes children, their families and care givers to come and borrow well-designed toys, games, puzzles and equipment.

The cost of toys

Good toys are often so expensive that they are beyond the means of many families. A toy library is able to provide a large selection of quality toys and equipment for loan.

ABOUT THE OCEAN GROVE TOY LIBRARY

The Ocean Grove Toy Library is operated as a non-profit organisation, offering learning experiences for children aged 0 – 6 years, through the use of carefully selected toys, games and puzzles. We aim to do this at minimum cost to members. The Toy Library is managed by a committee of volunteer members who are elected annually at the AGM in July.

The Ocean Grove Toy Library is a member of the Toy Library Association of Victoria. They provide assistance with insurance, recommended toy lists and other vital information



MISSION STATEMENT

The Ocean Grove Toy Library is committed to allowing the community's children access to a wide range of learning and play experiences regardless of circumstances. We aim to provide a meeting place and support network for the district's families.

WHAT IS ROSTER DUTY?

As unpaid volunteers run the organisation, we do require all members to help with duty, usually four sessions per year. (Grandparent memberships are exempt from this.) Duty roster is a great way to see what toys are available. The committee person on duty will direct you to what tasks need to be performed during the duty session. Children are welcome when you are performing duty, but remember that you are responsible for them. If you elect not to do roster duty there is a levy of \$40 paid annually.

A blank roster is available via the Mibase website (<http://oceangrove.mibase.com.au/php/home/index.php>) you are encouraged to fill in your own date/s that are most convenient. Otherwise you will be allocated a date for your duty. Please let the roster committee person know if you will be away for an extended period of time. If you are unable to attend your rostered duty, you **MUST** arrange a swap with another member and you must inform the committee person on duty as well as your roster committee person.

MEMBER'S RESPONSIBILITIES

Care of toys and containers

Toys are more appealing when well maintained. Toys must be returned to the library clean, free of sand and dry. Please keep containers, particularly plastic bags, out of reach of children. Please wash toy containers if they are dirty.

What if a toy is broken, damaged or lost?

If you find a toy or container is broken prior to borrowing, please alert the committee member on duty as it may be removed from borrowing. If you find that a toy is broken at home, please do not let your child play with it. You may be liable for a percentage of the replacement value of the toy (at the committee's discretion).

Missing pieces attract a \$2 fine that can be reimbursed if the piece is found.

If a toy is totally lost, you will be required to pay a percentage of the replacement cost

Are there any late fees?

Late toys carry a fine of \$2 per toy per week (to max \$6)

Toy containers and bags

These are for toy storage only. They are not playthings. If a container or bag is badly damaged, then it is the member's responsibility to replace the container with something equally suitable.

Lifting and reaching for toys

If you find that a toy is hard to reach or you feel that you cannot lift a toy safely, please ask for assistance.

Borrowing responsibility

It is your responsibility to check and count all pieces of a toy that you intend to borrow before you leave. Always check against the toy card, and check the back of the card for a list of any missing pieces. If you discover any discrepancies, please bring them to the attention of the committee members on duty.

TOY ENTITLEMENT

Each membership entitles you to borrow **3 toys per session**. (Note: 2 Games or puzzles = 1 toy). It is possible to reserve toys for future borrowing. Contact the committee member on duty, who will be able to book items for you.

PARTY PACK

The Ocean Grove Toy Library has a Party Pack, which is available for members to hire at a cost of \$30 and an additional \$20 deposit. The Party Pack contains a Jumping Castle, Rollercoaster, Tunnel, Balls and a Parachute. For further information and availability, contact Marnie Holden 0448 876 898

FEES

Full Membership

| | |
|------------------------|-------------------|
| Standard Membership | \$50 per year |
| Extra Child Membership | Add \$10 per year |

Concession or Grandparent Membership

| | |
|------------------------|-------------------|
| Standard Membership | \$40 per year |
| Extra Child Membership | Add \$10 per year |

Committee members receive a \$15 discount

Any member receives **ONE MONTH FREE** if they introduce another member!

If you have paid the additional \$10 per year – each additional child can also borrow 3 toys per fortnight.

Fees can be paid in person at the toy library, by cash or cheque made payable to Ocean Grove Toy Library. Alternatively, members can use Internet Direct Deposit to the following account:

Account Name: **Ocean Grove Toy Library**
 BSB: **013 761**
 Account: **3149 28338**
 Please email notification of payment to: membership@oceangrovetoylibrary.org.au

STOCKTAKE

Toy stocktake is completed once per year. During this time all the toys are washed, pieces are counted, toy cards are rewritten and a checklist is completed. Toys are also assessed and are removed if they are found to be no longer suitable for borrowing.

As a member, you are required to attend stocktake for at least one and a half hours on the specified day.

Enjoy Borrowing!