



Opening Hours

Currently Saturday 9:30am – 11:30am

The toy library is closed on Easter Saturday, over the Christmas school holiday break and long weekends.

Belmont Toy Library Inc.
Belmont Community Centre
33 Mount Pleasant Road, Belmont
Established 1987



belmonttoylibrary@y7mail.com



belmonttoylibraryvictoria.org.au



facebook.com/BelmontToyLibrary

PRINCIPLES OF OPERATION

Welcome to the Belmont Toy Library. The Belmont Toy Library is a not for profit organisation run entirely by members and a volunteer Committee.

The aim of the Belmont Toy Library is:

- to provide enriched and fun learning experiences for children through the use of toys which are carefully chosen to be appropriate to their level of development. There are toys available from birth to age 7.
- to enhance parents' understanding and appreciation of the value of play, the worth of good quality toys and the importance of providing a variety of opportunities which promote the maximum physical, intellectual, social and emotional development of the child.
- to provide parents with the opportunity to meet other parents in a relaxed atmosphere where support and friendship can be encouraged.

Please read the following information carefully to ensure that you fully understand your commitment as a member. We hope that you have many years of happy borrowing.

Member Responsibilities

- **Toy Library Duty (usually once per school term)**

Each library session is run by a committee member and general members as deemed necessary. A duty roster will be sent out before the start of each school term.

If your allocated duty date does not suit, it is your responsibility to arrange to swap with another member. All phone numbers are on the roster. An additional duty will be allocated to members who do not fulfill their duty requirements. Two misses of duty, without adequate prior notification, in a twelve month period results in automatic cancellation of membership. A period of 3 months grace from duty is permitted to members on the birth of a child. It is your responsibility to advise a committee member of the date you wish to commence this leave.

- **Borrowing and cleaning toys**

All toys are catalogued, photographed and marked with the name of the toy, value and number of pieces and are housed in bags or containers. The Toy Library endeavours to only make toys available which are in proper working order. Before you borrow a toy you must note that it is the responsibility of parents to:

- check that the toy they intend to borrow is suitable for the age of their child/children
- check that all pieces are with the toy
- check that all pieces are in good order when they are borrowed

If there are any issues with missing pieces or damage, the member should inform the committee member on duty. The Belmont Toy Library Inc. takes not responsibility for the use or misuse of toys.

When toy are returned, they will be counted and checked by the members on duty and borrowers will be held responsible for any discrepancy not already noted on the computer system. Toys lost or stolen must be replaced by the member.

- **Helmets**

Members must ensure that any users of bikes, scooters and balance bikes wear an appropriate helmet. It is always your responsibility to use our equipment safely and under supervision where required.

- **Using Libratu Online**

Members can log on to www.libratu.com/library/btl to edit their personal details, manage their loans, browse the library's toys and much more. Members will also receive automated emails for such things as overdue toys, roster reminders and general notices.

- **Stocktake**

The Toy Library holds a stocktake of toys once per year. Each member is required to attend one evening to assist.

- **Attendance at the Annual General Meeting and Joining the Committee**

All members should attend the Annual General Meeting each year. At this meeting a new committee is elected. Members are encouraged to put themselves forward for a position on the committee. Please speak to a current committee member to find out more if you are interested.

- **Fines, lost or damaged toys**

Fines are imposed on the spot for overdue toys at \$1 per week, per toy, up to a maximum of \$15.

If a piece is lost the borrower is required to re-borrow that toy for a further 3 weeks and in that time must attempt to find the piece. If unable to do so then a \$5 fee is paid to go towards the cost of replacing the piece.

If a toy is damaged or rendered unusable, it must be repaired to an acceptable safety standard approved by the committee or replaced by the borrower (unless the committee deems it to be a manufacturing fault or the result of normal wear and tear). Alternatively, at the discretion of the committee, the borrower will be asked to pay 75% of the original purchase price for the committee to replace with a like product.

- **General Information**

Emails will be sent throughout the year keeping members informed of new toys, fundraising or other items of interest.

The Library has a Party Pack and Jumping Castle for members to hire for one week. The Party Pack must be booked at least one week in advance in person.

We also offer members the chance to borrow toys over the summer closure period.

Membership Costs

Membership Type	Joining Fee*	Yearly Fee**	Borrowing allowance	Borrowing Period
General Borrowing	\$10.00	\$40.00 – 1 child \$44.00 – 2 children \$48.00 – 3+ children	4 toys per child 1 DVD per family	3 weeks
Business	\$10.00	\$120.00	9 toys	3 weeks
Casual	\$10.00	\$5.00 per toy	4 toys 1 DVD per family	3 weeks
Committee Member (discounted while on committee)	\$10.00	\$25.00 – 1 child \$29.00 – 2 children \$33.00 – 3+ children	4 toys 1 DVD per family	5 weeks

* Joining fee may be payable again if past membership has lapsed.

** A 25% discount applies to Health Care Card Holders

Other Fees

Fee Type	Fee	Refundable Deposit
Lost piece	\$5.00	-
Overdue Toys	\$1.00 per week, per toy	-
Party Pack Hire	\$20.00	\$50.00
Jumping Castle Hire	\$20.00	\$50.00
Party Pack <u>and</u> Jumping Castle together	\$30.00	\$50.00
Party Pack <u>or</u> Jumping Castle Hire (non-members)	\$10.00 joining fee, \$40.00 hire	\$50.00
Reservation of toys for summer borrowing	\$2.00 per toy	-

Failure to adhere to the above principles may lead to membership cancellation at the discretion of the Belmont Toy Library Committee.