

Masterton Community Toy Library



Member Information

Contact Details

YMCA (Rear Entrance, gate in corner of green fence)

162 Dixon Street, Masterton

Phone: 027 651 3244 (Text or phone) (only contactable during opening hours)

Web: www.toylibrary.org.nz

E-mail: mstntoylibrary@gmail.com

President

Lurline Guillum-Scott

Phone: 027 274 7643

Librarians

Jenny Barre & Melissa Mead

Opening Hours

Monday 10.00am – 11.30

Tuesday 10.00am – 11.30am

Wednesday 2.30pm – 5.30pm

Saturday 10.00am – 2.00pm

The Toy Library is open during the school holidays but closed for part of the Xmas holidays. Members will be informed of these dates in the newsletter. The toy library will be closed on Public Holidays that fall on opening days.

Toy Entitlement

6 Toys (maximum of 2 large toys or ride-ons)

2 Puzzles per child (where available)

1 Game

2 DVDs/Videos or CD-ROMs

Toys may be hired for 2 weeks. Toys may be renewed for a further two weeks at the discretion of the Librarian but this is generally not permitted for popular toys. Overdue fines of 20c per toy per session overdue apply on toys not renewed. You can hire additional toys for a \$2 fee per toy.

When you hire toys you will be given a receipt which lists the toys and their due date. Please bring this with you when returning toys as it makes the check-in process quicker and easier.

Please check all toys borrowed against the parts listed on the bag upon getting home and contact the library within 24 hours should any pieces be missing or broken. If no contact is made any pieces missing or broken on return will be charged as per our policy

Do not allow children to play with the bags/boxes as they are for transportation to/from the Toy Library only.

MEMBERSHIP TYPES

When considering joining our Toy Library please consider the Helper Membership. The Toy Library doesn't receive financial assistance to cover operating costs. We use grants to buy new toys and pay some expenses. However to obtain grants we need to show we're raising money ourselves and some grants won't cover expenses. It's also getting harder and harder to get these grants! We rely hugely on fundraising to keep operating and appreciate your help.

Helper Membership \$40.00 per year

Required to check-in toys once each school term and assist with fundraising as requested.

To complete your check-in duty you need to allocate yourself a day each school term (4 per year) on the calendar at the Toy Library and add your name and phone number. If you can't work on this day you are required to notify the Librarian otherwise you will be fined \$10. A review of the roster will be made at the end of each term at which time any helper member who has not completed a duty within the term or have made alternative arrangements for the duty will be charged with a \$10 fine.

On the day of your duty you are entitled to a free rental or reserve to the value of \$2.00

Helper members are required to assist with fundraising. This could be to sell raffle tickets, donate a plate or help out at a sausage sizzle/cake stall. Committee try to reduce the amount of time we call on our members for assistance and we therefore try to run one larger fundraiser each year opposed to smaller fundraisers. Failure to assist with fundraising will incur a fine which will be at the decision of the committee

Non Helper Membership \$80.00 per year

You are not required to assist the Toy Library at all but welcome to assist fundraising.

Casual Membership \$20.00 bond plus additional fees

You can hire toys on a casual basis for \$5 per fortnight. The normal toy entitlement applies. You are required to pay a bond of \$20 which can be refunded once the toys are returned or leave your membership open for continued borrowing.

Other toy fees still apply (see Additional Fees for Toys). This membership type suits grandparents or people who have family visiting for short periods of time.

If your account is not used within a 12 month period, you will be contacted to see if you still wish your account to remain with the library or if you would like your bond returned or donated to MCTL.

Large Family Membership

You can choose either a Helper or Non Helper membership and add \$10 to add one extra toy per fortnight; \$20 would enable you to add two extra toys per fortnight (not applicable on casual memberships). Please see the Librarian for more information.

DISCOUNTS**Community Services Cardholders**

If you have a community services card you are entitled to a \$5 discount on your new and renewing membership (not applicable on casual memberships).

Introduce a Friend

For every friend you introduce to the Toy Library you will receive a \$2 credit to use on Video/DVD hire or to new toy hire (not applicable on casual memberships).

Helper Duty

Helper members receive one free toy rental on the day of completing their duty

ADDITIONAL FEES FOR TOYS

Videos and DVDs

There is a fee of \$2 per fortnight on DVDs (even if you return them early). Videos are \$1.00. If renewed a new fee will apply for both DVD & Video's.

CD-ROMs - CD-ROMs are free to hire.

Gold Star Toys (Toys over \$200 in value)

Some toys (namely newer) valued greater than \$200 will have an additional fee of \$2 per fortnight. Please check the list by the large toys or look for green stickers on bags.

Party Bookings \$15.00

You can book up to 5 large toys for Party Booking; most popular are roller coaster, coupe cars, climbing frames etc. Your chance to provide fun toys for the kids coming to celebrate that special event. Please make this booking with at least 4 weeks notice to avoid disappointment. Check out our party catalogue for more information

NB: FOR NEW MEMBERS TO THE LIBRARY A BOND OF \$50 IS PAYABLE WHEN BORROWING TOYS FOR A PARTY BOOKING. THIS BOND WILL BE REFUNDED WHEN ALL TOYS ARE RETURNED IN THE CONDITION WHICH THEY WERE BORROWED

Reserves \$2.00

Toys can be reserved for a two week period. A maximum of 2 toys can be reserved at one time. Renewals are not permitted on reserved toys

FINES

Overdue Toys

An overdue fee of 20c per toy per session overdue will be charged from the session in which the toys were due. If toys are more than 4 weeks overdue the Toy Library will exercise rights available under the law to reclaim toys or debts including the right to call upon the services of a Debt Collection Agency.

If you are unable to return your toys on time please phone/text the library.

Broken Pieces

A fine of \$5 per broken piece will be charged. The fine will be waived if the breakage is deemed to be due to normal wear and tear. Please do not attempt to repair a broken toy yourself.

Missing Pieces

When you get your toys home please check to make sure all pieces are there. If pieces are missing (or if pieces from another toy are included) please contact the **Librarian within 48 hours.** **Any parts missing on return that have not been advised will incur a fine as below.**

An instant fine of \$5 per missing piece is payable. This applies to instructions or bags/containers as well. Please do not replace a missing piece with one of your own. If the missing piece is returned within 4 weeks, \$3 will be refunded. At times other parts are accepted but must be first approved by the librarian

Significant Damage/Loss

If a toy is broken or pieces lost make the toy no longer usable by the Toy Library we will seek a contribution towards the cost of replacing the toy. The amount will be decided on by the committee and depend on the age, condition and value of the broken/missing toy.

Dirty Toys- PLEASE CLEAN ALL TOYS THOROUGHLY BEFORE YOU RETURN THEM. If toys are returned dirty you will be asked to clean them at the library or renew them to clean at home. If you choose not to do this a fine of \$5 per dirty toys may be charged

FULL POLICIES ARE AVAILABLE AT THE LIBRARY ON

- Membership
- Missing/Broken Pieces
- Fines

Please ask our librarian if you would like to view these.

Can you help us?

COMMITTEE: All members are welcome and encouraged to attend committee meetings usually held on the second Wednesday of every month at 7.30pm at the Toy Library. Please remember the Toy Library is run by volunteers (all members) and we need your support. You don't have to take a position on the committee (although there are usually some available) we would simply be happy to have you there.

Suggestions/Complaints

Your comments are always welcome, please feel free to write it down and put these in the suggestion box at the Toy Library. ALL comments will be discussed at monthly committee meetings. Or if you wish to talk about it please feel free to talk directly to the Librarian or President. Your comments are important to us

Please write your suggestions for new toys and put it in the suggestion box. We welcome your valuable input. From time to time we delete toys from our collection and offer them for sale to members.

Toy Donations

Do you have toys that your children have grown out of, why not consider donating them or offering them for sale to the library. Please see the Librarian.

Sponsorship

The toy library is very fortunate to have sponsorship from the below. Without sponsorship the continued operation of the toy library would not be possible. If you are part of a business that would be prepared to offer some form of sponsorship to the library please get in contact with us.

Oldfields - newsletter printing	NZCU Baywide – Funds towards librarian wages
NZ Post – Prepaid envelopes for accounts	Trust House – Grant
Trust Lands Trust – Grant	Lottery Youth – Grant
Prime Community Trust – Grant	Masterton District Council - Grant

Newsletter

We send out our newsletter around every two months. To minimise costs where possible we send this via e-mail so please if you have an e-mail address please let us know.

Parking

Plenty of parking at the rear of the YMCA, entrance to toy library is through gate into fenced off area.

Thank you for joining or considering the Masterton Community Toy Library