



## DIAMOND VALLEY TOY LIBRARY RULES

### 1. MEMBERSHIP

- 1.1 Users of the Diamond Valley Toy Library (DVTL) must have children or care for children under the age of 8 years.
- 1.2 Members must complete a membership form and pay the appropriate membership fee.
- 1.3 Membership rates are as follows:

Type of Membership	Length of Membership	Cost of Membership
Standard Annual Membership	12 months	\$40 and duty once per term
Concession Annual Membership	12 months	\$30 and duty once per term
Grandparents Annual Membership	12 months	\$30 and duty once per term
Short-term Membership (eg. Party Pack Hires)	3 months	\$20

- 1.4 Membership renewals are to be paid within one month of the membership due date or borrowing may be suspended until the renewal fee is paid.
- 1.5 Members are asked to resign in writing.
- 1.6 If the membership remains unpaid for a period of 3 months after the renewal is due, the committee will accept this as the member has resigned from the DVTL.

### 2. OPENING HOURS

- 2.1 The DVTL will be open during school terms on:  
Tuesday Evening: 7.00pm to 8.15pm  
Friday Morning: 10.30am to 11.45am  
1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month: 10.30am to 11.45am
- 2.2 To enable prompt pack-up borrowing should conclude 15 minutes prior to the closing time.
- 2.3 From time to time opening hours of the DVTL may be varied by the committee.

### 3. DUTY

- 3.1 The DVTL is run by a volunteer committee. Standard, Concession and Grandparent members are required to participate in the duty roster at least once per term. Short-term members are only required to participate in duty when they upgrade their membership to an annual membership.
- 3.2 Members can nominate their preferred session. If no preferred session is nominated a member will be allocated a session by the Roster Secretary.
- 3.3 By the beginning of term the roster will be communicated to all members appearing on the roster. Members unable to perform their rostered duty are responsible for finding a replacement or swapping their rostered session with another member. The member must advise the Roster Secretary as well as the committee member or Responsible Person on Duty for their scheduled session of any change to the published roster prior to the session.
- 3.4 If a member fails to attend their rostered session without notifying either the committee member on duty or roster secretary they can either opt to pay a \$10.00 fine or complete another duty at an agreed time (as agreed with the Roster Secretary). If a member fails to attend their rostered session on more than one occasion, the matter will be referred to the DVTL committee, whereby the committee may decide to cancel the membership.
- 3.5 If a member contacts the committee person on duty and advises that they will unexpectedly be unable to do duty, the committee member on duty should update the roster book with the details.
- 3.6 The rostered members on duty are expected to arrive 15 minutes prior to the opening of toy library to assist with setting up the toy library.
- 3.7 It is the rostered member's responsibility to exchange toys during opening hours. They must record all items that are borrowed and check any toys that are returned.
- 3.8 It is the rostered member's responsibility to ensure that all toys are returned in a clean and complete state. Upon receipt of returned toys, the rostered member on duty is required to count all items to ensure each toy is complete.
- 3.9 Once the rostered member has completed counting the toy and confirmed it can be returned to the system, it is the responsibility of the member returning the toy to pack it away into the correct place in the cupboards.
- 3.10 It is the rostered member's responsibility to refer all fines for toys that are being returned late to the Responsible Person on Duty (RPD).

#### 4. BORROWING PERIOD

- 4.1 The borrowing period for toys is 2 weeks. Members have until the next borrowing session after the toys are due, to return the toy before a fine will apply. For example: toys borrowed on a Friday session can be returned during the next Tuesday session after the toy was due without receiving a fine.
- 4.2 Any member returning overdue toys will be fined \$1.00 per toy per full week after the 2 week borrowing period.
- 4.3 Toys cannot be immediately re-borrowed for another 2 week period, unless pieces of the toys have been lost and the borrowers would like to try to find the missing items prior to returning the toy or a costume has not been washed during the borrowing period.
- 4.4 Toys can be borrowed during school holidays (see 4.5 re: Christmas Holidays), however the toy library is not open during school holidays. For toys borrowed prior to school holidays, the borrowing period is extended to 4 weeks.
- 4.5 A selection of toys may be made available for borrowing during the Christmas holiday period (at an additional cost) and members will be advised of this program.
- 4.6 It is expected that all toys will be cleaned prior to returning. If the toys are returned in an unclean state, the member returning the toy will be required to clean the toy using the cleaning products stored at the toy library.

#### 5. BORROWING LIMITS

- 5.1 Each member is able to borrow the following for a two week period:
  - 5 toys (with a maximum of 2 large toys included)
- 5.2 Borrowing limits may be adjusted from time to time at the discretion of the committee.
- 5.3 All changes to borrowing limits will be communicated to members.

#### 6. LOST AND MISSING ITEMS

- 6.1 All toys returned with lost or missing pieces should be brought to the attention of the committee member or responsible member on duty.
- 6.2 If a toy, game or puzzle is returned with lost or missing pieces, the member has the following 2 choices:
  - (a) Take the toy home again to look for the missing items. Additional toys may be borrowed as long as the toy with missing pieces is included in the total borrowing allowance.

(b) Return the toy with the missing items and pay \$2 per missing piece. If the toy is still in a usable state it will be returned to borrowing (with a 'missing item' sticker attached) and the matter will be referred to the next committee meeting for review. If the toy is not in a usable state, the toy will be stored in the maintenance cupboard. The committee will then decide if the member is required to pay a fine to cover the cost of replacing the missing piece. (Note: Fines will be reasonable and take into account the age of the toy, the popularity of the toy and if the item can be replaced or if the entire toy requires replacement.)

6.3 Upon return of the missing piece the \$2 will be refunded to the member.

## 7. BROKEN TOYS

7.1 Toys that have been broken whilst on loan should be reported to the committee member or responsible member on duty.

7.2 If a toy, game or puzzle is broken whilst on loan the toy will be removed from borrowing for maintenance. If the item is repairable, it will be repaired and returned for borrowing.

7.3 If the toy cannot be repaired the member may be required to pay a fine to cover the cost of the repair or replacement of the toy. (Note: Fines will be reasonable and take into account the age of the toy, the popularity of the toy and if the broken item can be replaced or if the entire toy requires replacement.)

7.4 The member will be advised in writing if a fine is payable.

## 8. FINES

8.1 Fines may be imposed by the committee in the following circumstances:

(a) Non attendance at duty - \$10 per incident.

(b) Late return of toys - \$1 per toy per full week returned late

(c) Missing items or pieces – \$2 per piece (refunded when piece is returned)

(d) Broken toy – as deemed fair and reasonable by committee

8.2 For missing items and broken toys, fines will take into account the age of the toy, the popularity of the toy and if the broken item can be replaced or if the entire toy requires replacement.

8.3 All fines excluding the fines levied for the late return of toys and missing pieces will be communicated to the member in writing.