



Membership Guide

(Updated June 2023)

Welcome to the Manning Community Toy Library! We are a not-for-profit community organisation run entirely by our members and committee. We aim to provide access to a wide range of toys, games and puzzles for children aged from 0-8 years.

LOCATION

Manning Community Hub (Early Years Room), 2 Conochie Crescent, Manning 6152
(Enter the undercroft carpark from Bradshaw Crescent and use the lift to access the ground floor)

OPENING TIMES

OPEN every Saturday from 9.00am to 10.30am.

CLOSED for public holiday weekends, and over Xmas for approximately 4 weeks as advised.

Please note: returning closes at 10.15am, so that we can close on time. You can borrow up till 10:30am however.

USEFUL INFORMATION

email:

manning.toy.library@gmail.com

website:

mctl.com.au

SETLS online catalogue and roster: **manning.setls.com**

Containers for Change Scheme ID: **C10314352 (you can donate your refund to us!)**

Don't forget to 'like' us on Facebook to stay up to date with opening hours, new toy purchases, local events and other Toy Library news.

MEMBERSHIP FEES

	6-months	12-months
Regular	\$40 + 2 duties	\$70 + 3 duties
Regular (concession)	\$35 + 2 duties	\$60 + 3 duties
Non-active	\$80	\$140

Sign-up online ahead of time at manning.setls.com **OR** when you visit the toy library.

Payment via bank transfer or cash only.

MEMBERSHIP OBLIGATIONS AND TERMS AND CONDITIONS:

- Membership fees are strictly non-refundable.
- On expiry of membership, payment of renewal fees is required to continue borrowing.
- You must complete the required number of duties for your membership type:
(3 duties/12-month Regular memberships, 2 duties/6-month Regular memberships)
- All members must attend the AGM which will be held on a Saturday morning in September.
- Members are responsible for selecting toys that are age appropriate, reading any warning labels and using toys under adult supervision.
- All toys must be cleaned prior to returning.
- Charges apply for missing pieces and/or damage, as outlined below.

- The Manning Community Toy Library is in no way liable or responsible for any injury or damage sustained whilst borrowed items are being used. The Waiver, Release and Indemnity Form must be signed by the member.

BORROWING TOYS

Up to **5 toys and 2 games/puzzles** can be borrowed for a **3-week** period.

You may renew toys for a further 2 weeks, provided they are not on hold to another member. To do this, log on to your account at manning.setls.com

If toys are very overdue, we reserve the right to suspend membership until overdue toys are returned satisfactorily.

When borrowing, please ensure you count and check that all toy pieces are there, before you bring toys to the loans desk. Let us know if anything is missing/damaged and we will note it on the toys' listing on SETLS. (we try to note missing pieces on the contents sheet too, however SETLS always has the correct listing. Go to SETLS and check the toy listing, if in doubt)

RETURNING TOYS

Please count the toys in with the member on duty, and then return toys to the shelves neatly. Let us know of any damage or repairs that are needed to toys. Help us keep our toys in good condition! ***Remember, returning closes at 10:15 so we can pack up on time.***

MISSING PIECES

If a toy is returned with missing pieces, the member will be asked to re-borrow the toy to try to find the piece.

- If the missing piece is unable to be found, there is a charge of **\$5 per piece**.
- If the toy is unusable without the missing piece, you may be charged its full replacement cost.
- *The replacement charge will be at the discretion of the committee, and will take into account the age and condition of the toy.*
- If you find the missing piece at a later date, we will refund the missing piece charge.

DAMAGE

Our toys are meant to be played with, so a certain amount of fair wear-and-tear is expected.

- Breakages or damage beyond normal wear-and-tear will incur a **\$5 charge**.
- If the toy is no longer usable because of the damage, you may be charged its full replacement or repair cost.
- *The replacement charge will be at the discretion of the committee, and will take into account the age and condition of the toy.*

Boxes and bags are an important part of the toy and will also incur the \$5 missing/damage charge, if applicable.

If a member constantly loses pieces or damages items beyond fair wear-and tear, the committee reserves the right to cancel membership.

BATTERIES

It is the members' responsibility to provide batteries for toys.

However, you will find that many toys have batteries left in them by members.

CARE AND CLEANING OF TOYS

Members are responsible for returning toys clean and dry. Everyone wants to play with toys that are clean! A detailed guide to cleaning is attached.

You may clean toys at home prior to returning, or use the cleaning station at toy library. You will be asked to clean a toy before it goes back on the shelf if it appears dirty when you return it.

Please ensure you:

- Clean all toys thoroughly before returning: a damp cloth with some hot soapy water or mild detergent is suitable for most toys. Please check cleaning instructions on the toys' contents sheet. Make sure everything is thoroughly **DRY** as well – damp toys grow mould, which we don't want.
- Return toys in the original bag, box or container (charges apply for missing/damaged boxes/bags)
- Keep toys out of the weather – especially wooden toys (please don't leave them in the sun, the sand or get them wet)
- Check for stray pieces from your own toy collection before returning toys.
- Check for any minor repairs needed (ie. sticky tape torn boxes, tighten loose screws etc). Let us know when returning if the repair is something you can't manage.

DUTIES

Members must nominate for the minimum number of duties according to their membership type: (3 duties for 12-month Regular memberships or 2 duties for 6-month Regular memberships)

- If you do not nominate for a duty one will be allocated to you by the Roster Coordinator.
- If you cannot attend your rostered duty, **it is your responsibility to arrange to swap** with another member on the roster and advise the Roster Coordinator of the change.

Arranging a swap is essential if the duty date is less than 4-weeks away.

When on duty please arrive at the toy library by **8.45am** to help set up and be ready to open by 9.00am. Duty is finished by **10:45am**.

The Committee member will explain everything you need to know. It's easy and fun!

We suggest you leave children at home while on duty, but we understand this isn't always possible.

HOW TO SIGN UP FOR A DUTY

Please sign up for duties via SETLS, either at home or at the Toy Library.

- Login to SETLS with your username and password www.manning.setls.com
→ *calendar* → scroll using the arrows → *'self-nominate'*
Please use the 'Member Volunteer' option (not 'committee')
- You will receive a reminder email in the week prior to your duty date.
- You can also check your volunteer history and upcoming duties:
→ *home* → *volunteer history*. You can also add duties here: remember to use 'regular toy library member'.

ARRANGING SWAPS

If you are unable to do a duty it is your responsibility to arrange a swap with another member.

This is essential if the roster duty is ***within the next 4 weeks***.

- Log on to your SETLS account at manning.setls.com
→ go to *'volunteer history'*
→ click on *'email your toy library administrator'* to have your duty removed.

To see other members' contact details to arrange a swap:

→ go to the *'calendar'*. Hover over a members' name to get contact details.

Please also contact Committee and notify them of the change: manning.toy.library@gmail.com

FAILURE TO ATTEND DUTY

Failure to attend duty without arranging for a suitable replacement will incur a **\$20 fine**, and your borrowing privileges will be suspended until the fine is paid.

A further failure to attend a duty may result in the cancellation of membership.

HOLDS

Always missing out on a favourite toy?

You can place up to 2 'holds' on toys that are currently on loan (or on hold to another member).

You can ask a committee member to do this for you at the Toy Library, or do it via SETLS.

- Login to SETLS → *toys* → *place hold*
- When the hold toy is returned you will receive an email notifying you it is ready for collection.
- You then have **one further week** to collect the toy, after that it will be returned to the shelf.
- If you know you cannot collect the toy in time, please delete the hold on the toy so another member may access it: → *home* → *holds* → *delete*

CHILDREN AT THE TOY LIBRARY

Children are always welcome at the toy library. Please ensure they are closely supervised at all times, and pack away any toys they have played with. When you are on duty however, we suggest that you do not bring your children with you. We do understand that this is not always possible.

CONTACT DETAILS AND COMMUNICATION

Most communication will be done by email. It is essential that we have current contact details of all members. Please advise us if your details change.

RESIGNING/NOT RENEWING

If you intend to resign or are not renewing please ensure that you advise us and:

- Arrange for someone to cover your remaining duties if applicable.
- Return all toys in a satisfactory condition.

COMMITTEE

Our committee is made up of passionate volunteer members and is essential to keep the toy library running smoothly for all. Please consider joining – we would love to have you on board. Elections for the committee are held annually at the AGM, which is usually held in September. The committee is currently comprised of not more than 8 Toy Library Members:

- Chairperson
- Secretary
- Treasurer
- General Committee (5 members) - who assist with tasks such as Roster Coordinator, Public Relations/Social Media, Toy Purchasing, Toy Processing and Maintenance.

Membership fees are waived for committee members! Committee usually complete 6 duties per year. Committee meetings are held as required, generally every 6-8 weeks.

We hope you and your family enjoy the benefits of Toy Library membership. Your ideas, feedback and contributions are important to us and are always welcomed. Please be in touch. We'd love to hear from you.