



Office Use Only Member # _____
M\Type: Active Non-Active Casual
Fees Paid \$ _____ Date: _____

Membership Application Form

Adult's Details:

Name(s): _____
Address: _____
_____ Post Code: _____
Daytime Ph: _____ Evening Ph: _____
Mobile: _____ Email: _____
I.D 1: (Printed Name & Address) I.D 2: (Driver license\Credit card\Passport)
How did you hear about us? _____

Children's Details:

Name: _____ M F DOB _____
Name: _____ M F DOB _____
Name: _____ M F DOB _____

Contact Person: (not residing with you)

This person may be contacted as a reference and if we are unable to contact you personally.

Name(s): _____
Address: _____
_____ Post Code: _____
Daytime Ph: _____ Evening Ph: _____
Mobile: _____ Email: _____

Declaration:

I/We have a copy of the member's information booklet.

I/We have read and agree to abide by the rules and conditions and safety standards of membership and borrowing of the Franklin Community Toy Library.

Signed: _____ Signed: _____
Date: _____ Date: _____

The information collected on this form is subject to the provisions of the Privacy Act and will be used for administrative purposes. You have the right to inspect or correct any information we hold about you.

Please return this form to the Toy Library and start your membership today!



128 Victoria Street West, Pukekohe
PO Box 52, Pukekohe 2340
Ph\Txt: 022 361 0832 (during open hours)
www.franklintoylibrary.org.nz
librarian@franklintoylibrary.org.nz

Last modified 1st January 2015.

Rules and Conditions of Membership and Borrowing

1. Membership Types

- 1.1 Active Members pay \$80 per year for membership.
- 1.2 Non-active Members pay \$120 per year for membership.
- 1.3 Casual members pay \$25 for five toys for two weeks, four times per year.
- 1.4 Payment options are available.

2. Borrowing Toys

- 2.1 No toy will be issued while there are overdue toys.
- 2.2 Members must not swap or loan toys to other people. All toys must be returned to the library for issue to other members.

3. Toy Hire

- 3.1 Members are permitted to hire five toys with a maximum of one spot toy for two weeks.
- 3.2 Toys valued under \$100 are free for members to hire.
'Red Spot' toys (valued over \$100) cost \$2 to hire.

4. Overdue Toys

- 4.1 Overdue toys will incur a charge of \$2 per toy, per week.
- 4.2 Persistent lateness in returning toys may result in cancellation of membership.

5. Dirty or Wet Toys

- 5.1 A fine of \$5 per item will be charged if toys are brought back dirty or wet.
- 5.2 Persistent return of dirty or wet toys may result in cancellation of membership.

6. Loss of Toys

- 6.1 A fee will be charged for missing pieces, instructions, bags or containers. The fee will be \$10 per item and will be refunded if the item is returned within three months. The toy will be renewed for a further two weeks (with additional fees if applicable) to aid in finding the missing items before the fee is charged.
- 6.2 If the missing piece is crucial to the play value of the toy, then it will be taken to the committee and the member will be notified of the replacement charge within six weeks.
- 6.3 At the discretion of the librarian a suitable comparable toy or replacement part can be donated to the library.
- 6.4 Frequent loss of toys may result in cancellation of membership.

7. Damaged Toys

- 7.1 All damage to toys needs to be reported.
- 7.2 At the discretion of the librarian a suitable comparable toy or replacement part can be donated to the library.
- 7.3 No repairs are to be carried out by the borrower, to ensure the continued safety of the toy.
- 7.4 Frequent damage to toys may result in cancellation of membership.
- 7.5 You may be asked to contribute towards the cost of repair or replacement.

8. Duties

- 8.1 If you are an active member you will be required to assist at least four times per year plus one stock-take session. Sessions requiring assistance include either a library open session or an evening coding session. Non-active members pay the higher membership fee as they are not required to assist at the library.
- 8.2 If you do not voluntarily complete the duty roster, the librarian will choose a time for you.
- 8.3 If you are unable to perform your duty, it is your responsibility to arrange a replacement and notify the librarian as soon as possible.
- 8.4 If you do not turn up for your rostered duty, you will be required to pay an additional \$10 towards membership.
- 8.5 Repeated failure to do duty may result in cancellation of membership or upgrade to non-active.

9. Fundraising

- 9.1 All members (active and non-active) are encouraged to participate in fundraising activities.

10. Termination of Membership

- 10.1 A refund will be paid in full school term increments.

11. General

- 11.1 Identification will be required at time of joining to confirm both your identity (i.e. driver's license) and your residential address (i.e. power, telephone account or property rental agreement).
- 11.2 Do not exchange toys with friends even if they are toy library members. All toys remain the borrower's responsibility and the property of the toy library.
- 11.3 The opening hours for the library will be strictly adhered to and no toys shall be returned or borrowed outside these hours.
- 11.4 The Franklin Community Toy Library Committee will at all times be responsible for the day to day running of the library.
- 11.5 The Franklin Community Toy Library Committee reserves the right to amend the rules and conditions of membership as the need arises. Members will be notified in writing of any changes made.

Safety Standards for the Franklin Community Toy Library

Toys:

Toys for children under the age of three must, by law, be large enough so they cannot be inhaled or swallowed. Toys and pieces for this age group must be more than 32mm wide and 60mm long to avoid choking. Toys for older children can comply with this standard on a voluntary basis.

For this reason it has been necessary for the Franklin Community Toy Library to label A and B classified toys as suitable for under three year olds.

We recommend that toys that show other classifications (e.g. C, D) are not borrowed if any child in the house is under the age of three. If you do borrow such toys, it is at your own risk.

We recommend that helmets are worn with bikes and ride-ons.

Bags:

Some of the toys in the library are stored in net, plastic or Zippet bags. Please remove these bags from play and put them out of reach so that the child is not at risk of strangulation or suffocation.

Supervision:

It is your responsibility to select toys that suit your child's age and ability. Parents, please help your child to understand the dangers involved in the misuse of a toy. It is the responsibility of the parent\caregiver to supervise the child with any borrowed toy in a manner that will prevent harm to the children playing with it.

Safety Concerns:

If you notice a toy has become unsafe, please notify the librarian. Do not attempt to fix the toy yourself as your repair may place another child at risk.

Liability Clause

(To be read and signed by each member family)

I hereby assume complete and full responsibility for any and all injuries to any person or persons within my care, which result in part or in whole from using the Franklin Community Toy Library and toys I have borrowed from it.

I hereby release the Franklin Community Toy Library from all responsibility for any injuries so sustained either outside or on the premises.

I acknowledge that the Franklin Community Toy Library reserves the right to visit homes of members to reclaim overdue toys.

I have read and understand the rules relating to the Franklin Community Toy Library.

I agree to abide by these and any other notified rules of the Franklin Community Toy Library.

Signed by Member:

(Proof of address and I.D. must be sighted)

Print Name _____

Membership No. _____

Date _____

This information will be held in privacy and used for Franklin Community Toy Library membership and programmes.

You may request to view or change information held about you.

God Bless You and Welcome!

Signed on behalf of Franklin Community Toy Library

Print Name _____

Date _____