

Moorabbin Area Toy Library User Agreement

As a member of Moorabbin Area Toy Library (MATL) these are your rights and responsibilities.

1. Borrowing

- 1.1 Borrowing period is THREE weeks, with one week's grace period for late returns.
- 1.2 You may renew loans once, via online login, depending on demand.
- 1.3 Please choose AGE APPROPRIATE toys. MATL shall not be liable for any injury, in any way.
- 1.4 MATL accepts no liability as a result of a failure to comply with specific instructions, and under no circumstances will MATL be held liable for any injury caused by or arising from items supplied.
- 1.5 Members must supervise the use of any equipment supplied.
- 1.6 **Please check and count pieces for the items being borrowed before leaving the Toy Library.**
If pieces are missing, you must notify the Session Co-ordinator and a note will be made on the database. Items not noted will be the borrowing member's responsibility.

2. Toy Care

Toys are much more appealing, and last longer if they are cleaned and properly packaged.

- 2.1 Please take reasonable care of toys and any packaging in your possession and return them at the end of the borrowing period **clean and dry** in the packaging supplied. Refer to the cleaning guide for further information.
- 2.2 Packaging boxes and bags are not part of the toy and must **not** be played with.
- 2.3 Please notify the Session Co-ordinator of any wear and tear observed which may reduce play value, such as broken pieces or batteries not working, as well as any misplaced pieces when toys are returned.

3. Additional Fees

The MATL Committee may charge fees for the following:

- 3.1 Late returns - \$1 per week per toy
- 3.2 Missing Pieces and packaging - \$3 per item (Refunded at \$2 per piece / item when found and returned)
- 3.3 Irreparable damage to toys, beyond wear and tear*
 - * Allowances are made for normal wear and tear, but members may be required to:
 - pay for the cost of repair to an item if it is returned with significant damage; and
 - contribute a reasonable sum towards the cost of replacement of an item if it is lost or returned in a condition beyond repair (such reasonable sum to be determined by the MATL Committee).

4. Open Sessions

- 4.1 Please refer to our website and signage for specific opening times.
The Library is closed for a short summer break, the Easter weekend and on public holidays. We reserve the right to change these times in future but will provide significant notice.
- 4.2 If the duty roster is empty of volunteers on any day, we may choose not to open the Library for that session as we cannot operate effectively if significantly understaffed. This is also for the safety of our Session Coordinator. Members will be advised via email should this ever need to occur.
- 4.3 Members should allow at least 15 minutes before closing time for returning and borrowing toys as the Toy Library must close promptly.
- 4.4 Please supervise your children when visiting. If they remove items from bags or boxes it is your responsibility to count the pieces back in.

5. Membership

- 5.1 **Membership is non-transferable and non-refundable.**
- 5.2 **You agree to perform roster duties** as outlined or agree to pay the Duty levy to opt out of these duties.
- 5.3 You agree to accept the penalties and/or fines for the late return, loss or damage of borrowed toys.
- 5.4 You agree to advise MATL, as soon as practical, of any changes in contact details e.g. address, email, etc.