

## Welcome To The North Shore Community Toy Library!



The North Shore Community Toy Library is a not-for-profit organization with the aim of providing a wide range of educational toys and puzzles designed to aid the mental, physical and social development of babies and pre-schoolers.



### Opening Hours

Fridays and Saturdays 9:30 am - 11:30 am  
Sundays 2:30 pm - 4:30 pm  
Open all year except Easter weekend and Christmas holidays

1 Sidmouth Street, Mairangi Bay, AKL

T: 021 0286 3072  
E: [librarian.nsctl@gmail.com](mailto:librarian.nsctl@gmail.com)

W: [www.TheToyLibrary.co.nz](http://www.TheToyLibrary.co.nz)  
F: [facebook.com/TheToyLibrary](https://www.facebook.com/TheToyLibrary)

Librarian: Doris Lim



## So how does it work?

### Subscriptions

- \* \$95 per family, per year, \$60 for 6 months for rostered members
- \* \$185 per family, per year, \$100 for 6 months for non-rostered members
- \* \$70 per family, per year for committee members
- \* Batteries are included



### Toy Issues

Hire duration is 2 weeks. You may borrow:

- \* 2 large toys and
- \* 3 medium or small toys and
- \* 4 puzzles or CDs, DVDs

\*Please check all toys are complete before issue, and discuss any faults, missing pieces or discrepancies with the librarian or email her within 12 hours of leaving the Toy Library.

\* Please ensure all toys are returned clean and dry. If a toy is returned in a poor state we will ask you to clean it when you arrive at the returns desk or you may incur a \$5 fine.

\* We are parents too, and understand that accidents do happen! If there is any damage to a toy or pieces are lost, please advise the librarian immediately on return. Please don't attempt to mend or disguise damage or lost parts. We can reissue the toy to give you time to find missing pieces. If they can't be found a fee of \$5 per piece is payable so we can attempt to replace the piece. You may be asked to pay for or replace a toy if total destruction or complete loss of that toy occurs.

\* You will receive an login via email allowing you to renew toys online, check toy details, browse our toy catalogue and to reserve toys (a \$1 fee per reserved toy occurs)

### Party Packs

As a Toy Library member, you also enjoy exclusive access to our Party Packs which are sure to help make your next birthday party a success. You can hire tables, chairs, gazebo, larger play equipment such as play gyms, cars and the ever popular kids' roller coaster, bubble machine and candy floss machine. Ask the librarian for more details about party pack items and pricing or visit our website.



### Overdue Toys

- \* You will receive an email that your toys are overdue.
- \* You will be given a 1 week's grace after which time you will be charged \$1 per toy per week.
- \* If there are extraordinary circumstances meaning you are n't able to return your toys on time, please contact the Toy Library via email or telephone.
- \* No new toys will be issued until all toys are returned and fines are paid.



### Membership renewal

- \* Once your membership expires all toys need to be returned and all fines paid.
- \* Please let our librarian know whether you wish to renew allowing us to plan accordingly.



## Roster



- \* Rostered members complete one duty per school term. There are four terms each year.
- \* Duty is allocated by the Roster Co-ordinator on your preferred day.
- \* You will receive an email per term inviting you to pick your preferred date using your member login on our website. If you do not wish to use this option please let our Roster Co-ordinator know about preferred days or days you are unable to do.
- \* When you are rostered on duty, you will need to be there at 9.15 am on Fridays and Saturdays and 2:15 pm on Sundays. A rostered duty includes checking in/ counting toys, ensuring they are clean and in good condition, minor maintenance and putting them away.
- \* Swaps are allowed but it is your responsibility to arrange this. Contact the Roster Co-ordinator for advice on how best to do this, giving as much time before the rostered date as possible.
- \* If you don't show up for your rostered duty, you will be re-rostered for the same term to do a makeup duty and a \$20 fine will be incurred.



## Supervision of Children

- \* Please supervise your children whilst playing with issued toys, and take note of all warnings on packaging. Be aware that some toys contain small pieces and these should be removed and put away in a safe place when very young children are around.
- \* Supervise children playing with toys that have cords or strings (e.g. pull along toys), and puzzles with knobs as can work loose and pose a danger to children who still put things in their mouths.
- \* When not in use, please store Library storage bags out of reach as these can pose a hazard.
- \* Please do not allow children to open toy packages and play with toys in the Toy Library as these can pose a hazard.

## Cleaning Toys

We take pride in lending out clean toys for all families to enjoy. Please ensure toys are returned in the same condition. We recommend using a cleaning formula which removes grease (hot soapy water, baking soda, vinegar). A cotton bud or a small toothbrush will help to get in those hard-to-reach places.

If your child has been ill, PLEASE disinfect the toy. Soaking them in disinfect agent could remove colour from some plastic so use anti-bacterial wipes or diluted bleach as per the instructions on the bottle.



## Special Cleaning Tips

- \* Baby toys should not be immersed in water as water gets in and can't get out.
- \* If required, wooden toys and puzzles are best wiped down with hot, soapy water or spray 'n wipe. Use a cloth to wipe off the excess.
- \* Bath toys can get particular grimy. You may need to use a grease removing formula, or even a disinfectant.
- \* Outdoor and sandpit toys can be immersed in the laundry tub with lots of hot soapy water. To remove all the sand, keep rinsing and use a toothbrush to get into the crevices.

## Want to help us?

We are always pleased to welcome new committee members or volunteers. We will work with you to best use your skills. There are perks of being on the committee aside from the feel-good factor of giving back. It also gives you the chance to have input into the running of the Toy Library and toy purchases. Get in touch if you would like to attend our next meeting and see if we would be a good fit for you.

Aside from our committee we always welcome volunteers to help with one-off tasks like stocktake, events and toy repairs.



## Want to support our charity?

Membership fees cover only a percentage of our operational costs so as a charity we do rely on fundraising and local support to keep our operations up and running. This can be in the form of monetary donations, service or product donations towards a raffle, an cooperative project, or a sponsorship in return for marketing opportunities. If you would love to help us making a difference in our community please get in touch with us.

Special thanks to

**Barfoot & Thompson**  
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Mairangi Bay