

Passed by committee on	May 2025
To be reviewed	May 2027



Ballarat Toy Library Membership Agreement

Our Community

In applying for membership of the Ballarat Toy Library, members agree to:

- abide by the following rules, the Ballarat Toy Library Constitution and its 'Code of Conduct';
- indemnify the Library, its committee, members and staff against all loss or liability, however caused, arising from any borrowing of any toys or other items;
- acknowledge that the Ballarat Toy Library is 100% run and operated by a team of volunteers; and
- receive communications by email and volunteering reminders via email and/or sms.

Ballarat Toy Library Rules

Memberships

- Memberships are valid for 12 months from the date of sign-up.
- Membership renewal fees must be paid in full prior to borrowing any toys.
- Members will receive a renewal reminder up to one month prior to their membership expiry date to allow adequate time for renewal.
- Membership entitles 4 toys to be borrowed for up to 4 weeks at a time.
- Borrowing is not permitted on memberships that have overdue fees.

Borrowing

- Members are responsible for counting pieces of toys on the day of borrowing. If you identify that a toy is incomplete (missing pieces), and this is not noted on the toy label or SETLS, please let our volunteers know by emailing (ballarattoylibrary@gmail.com) to avoid missing pieces being logged against your membership.
- Members are responsible for the toys they borrow. This includes, but is not limited to, the correct use of the toy, the age of the child playing with the toy, taking care with any small parts and magnets.
- Parents/guardians must ensure helmets and appropriate footwear are worn when riding toy library balance bikes, trikes or scooters. It is the member's responsibility to provide their own helmet and ensure it is worn during use. Members agree to the terms of the waiver, release and indemnity for bicycles and scooters as part of your membership.

- The Ballarat Toy Library tries to provide toys with working batteries at all times. However, while the toy is in your possession you may be required to provide batteries.
- If a toy is lost, you may need to replace the toy or pay a negotiated replacement fee.
- If a toy breaks and is assessed by a committee member to have occurred during reasonable wear and tear or due to poor condition there will be no charge.
- If a toy is broken due to inappropriate use or neglect (eg. damage from chewing, damage from pets, damage from the elements) you may be charged the full cost of replacing the toy or you may replace the toy yourself.
- Toys should not be left in the elements (sun or rain etc.) when not in use.

Returning

- Members must ensure that toys are cleaned as per the Ballarat Toy Library '[Toy Cleaning Guidelines](#)'.
- Toys need to be returned in the condition that they were borrowed, cleaned and with all pieces intact.
- If toys are returned in an unclean state you may be asked to clean the toys onsite or take the toys home to clean.
- The Ballarat Toy Library reserves the right to charge a Toy Cleaning fee of \$10 per toy if toys are continually returned dirty.
- Toys must be returned or renewed within 28 days of borrowing.
- Toys can be renewed for an additional 28 days by logging into your Ballarat Toy Library Member Portal at <https://ballarat.setls.com.au>.
- You may not be able to borrow if you have overdue toys on your account.

Volunteering

In applying for volunteer membership of the Ballarat Toy Library, Volunteer members agree to complete at least four, 2 hour volunteer shifts per year (once per term).

- Volunteers can complete multiple shifts per term.
- Family members or friends can be nominated to complete volunteer shifts for you.
- Bringing a family member or friend along with you to volunteer, counts as completing two, 2 hours volunteer shifts.
- Volunteers can choose their preferred shifts by logging into their Ballarat Toy Library Member Portal at <https://ballarat.setls.com.au> and selecting "Calendar".
- All volunteers will be rostered on for their first shift with an experienced volunteer.
- Volunteers are welcome to bring children along to complete their shifts at the library.

- Parents/Guardians are responsible for supervising their child/ren when volunteering in the library.
- Volunteers cannot leave their child/ren in the library without their parent/guardian present.
- If you become unavailable for a nominated volunteer shift please let us know as soon as possible so we can try to refill the shift.
- If you are unable to complete your four, 2 hour volunteer shifts you will need to pay a duty gap fee.
- Two additional Toys may be borrowed on the same day you complete your volunteer shift. These cannot be carried over to another day.
- Other volunteer opportunities may arise as the toy library grows and evolves. If you are unable to complete regular shifts you may be able to fulfil your volunteer shift in other ways. Please contact the committee if you would like to volunteer in other ways.

Membership Responsibilities

- In addition to the above, it is the members' responsibility to ensure:
 - children are adequately supervised by their parent/guardian whilst on Ballarat Toy Library premises and must not be left in the library without their parent/guardian under any circumstances;
 - toys are played with in the appropriate manner;
 - toys borrowed are appropriate to the child's age;
 - toys are cleaned before being returned to the library; and
 - you have read and understood this membership agreement.

Cancelled and Suspended Membership

- Should you cancel, fail to renew or have your membership suspended, you must return all toys on loan within 4 weeks of your last borrowing date. If toys are not returned within this time, it will be viewed as theft and treated as a matter for the police.
- The Ballarat Toy Library Committee reserves the right to reject or terminate membership where a breach of this agreement has occurred.