



**Belmont Toy Library Inc.**  
**Belmont Community Centre**  
**33 Mount Pleasant Road, Belmont**  
**Established 1987**

belmonttoylibrary@y7mail.com  
belmonttoylibraryvictoria.org.au  
facebook.com/BelmontToyLibrary

### **Opening Hours**

Saturday 9:00am – 10:30am

*The toy library is closed on Easter Saturday, Grand Final Day, other long weekends as advised and for a period over December/January as advised.*

## **PRINCIPLES OF OPERATION**

Welcome to the Belmont Toy Library. The Belmont Toy Library is a not for profit organisation run entirely by members and a volunteer Committee.

The aim of the Belmont Toy Library is:

- to provide enriched and fun learning experiences for children through the use of toys which are carefully chosen to be appropriate to their level of development. There are toys available from birth to age 7.
- to enhance parents' understanding and appreciation of the value of play, the worth of good quality toys and the importance of providing a variety of opportunities which promote the maximum physical, intellectual, social and emotional development of the child.
- to provide parents with the opportunity to meet other parents in a relaxed atmosphere where support and friendship can be encouraged.

Please read the following information carefully to ensure that you fully understand your commitment as a member. We hope that you have many years of happy borrowing.

### **Member Responsibilities**

#### **● Toy Library Duty (usually once per school term)**

Each library session is run by a committee member and general members as deemed necessary. Members are expected to nominate a session before the start of each school term using our online database SETLS: <https://btlvic.setls.com.au/>. Please email the Committee if you do not have a username and password.

Members who have not nominated a session by the start of term will be allocated a session. If your allocated duty date does not suit, it is your responsibility to arrange to swap with another member. This is most effective by email. If you cannot arrange a swap you must email the Committee to advise. An additional duty will be allocated to members who do not fulfill their duty requirements. Two misses of duty, without adequate prior notification, in a twelve month period results in automatic cancellation of membership. A period of 3 months grace from duty is permitted to members on the birth of a child. It is your responsibility to advise a committee member of the date you wish to commence this leave.

Duty can be completed by partners or grandparents etc if necessary. You are also welcome to bring your child(ren) along to Duty if that makes it easier.

#### **● Borrowing and cleaning toys**

All toys are catalogued, photographed and marked with the name of the toy, value and number of pieces and are housed in bags or containers. The Toy Library endeavours to only make toys available which are in proper working order. Before you borrow a toy you must note that it is the responsibility of parents to:

- check that the toy they intend to borrow is suitable for the age of their child/children
- check that all pieces are with the toy
- check that all pieces are in good order when they are borrowed

Revised November 2018

If there are any issues with missing pieces or damage, the member should inform the committee member on duty. The Belmont Toy Library Inc. takes no responsibility for the use or misuse of toys. When toys are returned, they will be counted and checked by the members on duty and borrowers will be held responsible for any discrepancy not already noted on the computer system. Toys lost or stolen must be replaced by the member.

Toys can be renewed online via SETLS for an additional 3 week period. A single renewal is permitted per toy. In some cases, particularly where a toy is in high demand, renewals may not be permitted - this will be noted on SETLS.

● **Helmets**

Members must ensure that any users of bikes, scooters and balance bikes wear an appropriate helmet. It is always your responsibility to use our equipment safely and under supervision where required. All members are asked to sign a form to acknowledge this.

● **Using SETLS Online**

Members can log on to <https://btlvic.setls.com.au/> to edit their personal details, manage their loans, nominate for a duty session, browse the library's toys and much more. Members will also receive automated emails for such things as overdue toys, roster reminders and general notices.

● **Stocktake & Fundraising**

The Toy Library usually holds a stocktake of toys once per year. Each member is required to attend one session to assist. We also usually participate in a Bunnings BBQ to fundraise. We ask that all members assist for a short session.

● **Attendance at the Annual General Meeting and Joining the Committee**

All members should attend the Annual General Meeting each year. At this meeting a new committee is elected. Members are encouraged to put themselves forward for a position on the committee. Please speak to a current committee member to find out more if you are interested.

● **Fines, lost or damaged toys**

Fines are imposed on the spot for overdue toys at \$1 per week, per toy, up to a maximum of \$15. If you are aware that you will not be able to return a toy on time, and you have already reached your maximum renewals please contact the Committee via email prior to the due date.

If a piece is lost the borrower is required to re-borrow that toy for a further 3 weeks and in that time must attempt to find the piece. If unable to do so then a \$5 fee is paid to go towards the cost of replacing the piece.

If a toy is damaged or rendered unusable, it must be repaired to an acceptable safety standard approved by the committee or replaced by the borrower (unless the committee deems it to be a manufacturing fault or the result of normal wear and tear). Alternatively, at the discretion of the committee, the borrower will be asked to pay 75% of the original purchase price for the committee to replace with a like product.

● **General Information**

Emails will be sent throughout the year keeping members informed of new toys, fundraising or other items of interest. The Library has Party Packs and Jumping Castles for members to hire for one week. The Party Pack must be booked at least one week in advance in person.

We also offer members the chance to borrow toys over the summer closure period.

**Membership Costs**

| Membership Type   | Joining Fee* | Yearly Fee   | Borrowing allowance   | Borrowing Period |
|-------------------|--------------|--|-----------------------|------------------|
| General Borrowing | \$10.00      | \$50.00 – 1 child<br>\$54.00 – 2 children<br>\$58.00 – 3+ children | 5 toys/DVDs per child | 3 weeks          |
| Concession        | \$10.00      | \$40.00  | 5 toys/DVDs per child | 3 weeks          |

|   |         |                |                       |         |
|---|---------|----------------|-----------------------|---------|
| Business  | \$10.00 | \$120.00       | 9 toys                | 3 weeks |
| Casual  | \$10.00 | \$5.00 per toy | 5 toys/DVDs per child | 3 weeks |
| Committee Member<br>(discounted while on committee) | \$10.00 | \$1            | 5 toys/DVDs per child | 5 weeks |

\* *Joining fee may be payable again if past membership has lapsed.*

#### Other Fees

| Fee Type                            | Fee                      | Refundable Deposit |
|-------------------------------------|--------------------------|--------------------|
| Lost piece                          | \$5.00                   | -                  |
| Overdue Toys                        | \$1.00 per week, per toy | -                  |
| Party Pack Hire                     | \$20.00                  | \$50.00            |
| Jumping Castle Hire - Small / Large | \$30.00 / \$50.00        | \$50.00            |

**Failure to adhere to the above principles may lead to membership cancellation at the discretion of the Belmont Toy Library Committee.**

## BELMONT TOY LIBRARY WAIVER, RELEASE AND INDEMNITY FOR BICYCLES AND SCOOTERS

The Belmont Toy Library ("Provider") is pleased to make bicycles and scooters available to subscribers ("the Service"). As a subscriber to the Service you acknowledge that there are dangers and risks inherent with bicycle and scooter riding (the "Activity") to which any child under your supervision ("Your Child") may be exposed. The Provider does not provide protective clothing or bicycle helmets and it is your responsibility to ensure that Your Child wears a helmet at all times and is otherwise appropriately attired when participating in the Activity. You agree that Your Child will participate in the Activity at your own risk. You also agree to voluntarily assume responsibility for supervising the Activity and any injury, death or property damage you or Your Child may suffer or cause as a result of participating in the Activity. To the maximum extent possible at law, you (both in your personal capacity and on behalf of Your Child) agree to release, hold harmless and indemnify the Provider and its respective officers, employees, servants, agents and contractors (the "Indemnified Persons") against all actions, claims, suits, costs, expenses, demands and damages suffered or incurred by the Indemnified Persons or any one or more of them by reason of, or in respect of, or in any manner whatsoever arising out of, or caused by, your use of the Service or Your Child's participation in the Activity. You agree that you are subscribing to the Service on the express condition that the Provider: (a) will, under no circumstances be liable or responsible in any manner whatsoever for any death, loss, accident, damage or injury to you, Your Child or any of your servants, agents, contractors, visitors or invitees or any other person whatsoever ("Related Party") which may happen as a result of your use of the Service or Your Child participating in the Activity; and (b) will not incur or be under any liability whatsoever to you, Your Child, or to any Related Party for any loss, damage or injury to or in respect of any of your property or of any Related Party's property. The Provider is not liable to you, Your Child or any Related Party in respect of any indirect or consequential loss. For the avoidance of doubt, 'consequential loss' means loss or damage arising from a breach of contract, tort (including negligence), under statute or any other basis in law or equity of an indirect or consequential nature including, but without limitation, loss of profits, loss of revenue, loss or denial of opportunity, loss of goodwill, loss of business reputation, future reputation or publicity, damage to credit rating and indirect, remote, abnormal or *unforeseeable loss, or any similar loss whether or not in the reasonable contemplation of the parties.*

Revised November 2018



# CHILD SAFE CODE OF CONDUCT

**All staff, volunteers and committee members of Belmont Toy Library Inc. are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.**

**All personnel of Belmont Toy Library Inc. are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to Belmont Toy Library Inc. Child Safe Policy at all times / upholding Belmont Toy Library Inc. Statement of Commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to a Belmont Toy Library Committee member, and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to a Belmont Toy Library Committee member
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe

**Staff and volunteers must not:**

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to a Belmont Toy Library Committee member.

**If you believe a child is at immediate risk of abuse phone 000.**



## MEMBER DECLARATION

I have read, and agree to adhere to, the *Belmont Toy Library Principles of Operation*

I have read, and agree to adhere to, the *Belmont Toy Library Waiver Release and Indemnity for Bicycles and Scooters*.

I have read, and agree to adhere to, the *Belmont Toy Library Child Safe Code of Conduct*.

\_\_\_\_\_  
(Signed by Member)

\_\_\_/\_\_\_/\_\_\_  
(Date)

\_\_\_\_\_  
(Signed by Witness)

\_\_\_\_\_  
(Name of Member)

\_\_\_\_\_  
(Name of Witness)