



MEMBERSHIP APPLICATION FORM

Name*			
Address*	<i>*please present ID (eg: Driver's licence) for verification</i>		
DL/ ID number			
Mobile phone			
Email address			
Children			
Name		DOB	
Name		DOB	
Name		DOB	
Name		DOB	
How did you hear about our toy library?			

My signature below is to certify that I have read the New Member Information (including General Policy) and have understood and agreed to abide by the rules of the North Beach Toy Library Incorporated.

- I understand that North Beach Toy Library takes no responsibility whatsoever for any damage to property or personal injury, arising directly or indirectly from any cause relating to its equipment whether such damage or injury occurs on the premises of the Toy Library or elsewhere.
- I agree to my personal information (phone number and email address) being shared with toy library members and I agree not to share other members personal information outside the NBTL community.

It is a condition of continuing membership that members will support the Toy Library. This support will take the form of compulsory attendance at the annual AGM, annual stocktaking session, and attendance on roster as required.

Signed _____	(OFFICE USE:) Receipt No _____
Date _____	Name and Address verified ☐

Note:

- ☐ **Helmet Waiver and Code of Conduct over page also need to be signed**
- ☐ **Toys cannot be borrowed until you have paid the membership fee**

Please note the NBTL bank details below

Account Name: NORTH BEACH TOY LIBRARY INCORPORATED

BSB: 036 226 Account Details: 688105



NORTH BEACH TOY LIBRARY – WAIVER, RELEASE AND INDEMNITY FOR BICYCLE AND SCOOTERS

The North Beach 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.*

Member's Name (Print): _____

Signature: _____

Date: _____



North Beach Toy Library - Code of Conduct

All staff, volunteers and committee members of North Beach Toy Library 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 North Beach Toy Library are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to North Beach Toy Library child safe policy at all times / upholding North Beach Toy Library statement of commitment to child safety at all times
- treating everyone with respect
- taking all reasonable steps to protect children from abuse
- 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 North Beach Toy Library Child Safety Officer (Current President) / leadership, and ensure any allegations are reported to the police or child protection
- reporting any child safety concerns to North Beach Toy Library Child Safety Officer (Current President) / leadership
- 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 sometimes, 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 North Beach Toy Library Child Safety Officer (Current President) / leadership.

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

I agree to adhere to this Code of Conduct:

Member's Name (Print): _____

Signature: _____

Date: _____



Inducting member to complete (please tick):

- ☐ Confirm membership application form, helmet waiver and code of conduct are signed
- ☐ Confirm ID sighted and recorded
- ☐ Confirm payment
- ☐ Show new members through the toy library and show / explain items in the list below.
- ☐ Record name and amount paid under 'New Members' in Weekly Roster Record sheet, and record any toys borrowed on Roster Record Sheet (if new member cannot be added immediately into SETLS)

Inducting Member's Name (Print): _____

Signature: _____

Date: _____

New member to acknowledge information provided by signing below:

- ☐ We are a member-run toy library with no paid staff, therefore all volunteers are expected to attend:
 - Roster (loans and returns) 4 times a year
 - AGM once a year (November)
 - Stocktake once a year (between August and October)
- ☐ Opening hours Saturday 9-10am (closed over Xmas/New Year and Easter)
- ☐ Membership fee \$80 for 12 months from date of joining
- ☐ Borrow toys fortnightly (or weekly)
- ☐ Up to 8 toys (max 2 from one section or 4 from some of the larger sections)
- ☐ Birthday Kit (2 roller coasters, table and chairs, marquee) must be booked online via SETLS
- ☐ Fines are payable in cash, bank transfer or square
 - \$20 for not attending roster/AGM/stocktake
 - 50c late returns per week per toy
 - \$2.50 missing pieces, \$5 after 3 lost pieces
 - \$40 late return of birthday kit
- ☐ Check for pieces when borrowing
- ☐ Report damaged toys or missing pieces via email ASAP
- ☐ Use own batteries & remove before returning
- ☐ Clean toys before returning
- ☐ Put toys back on the shelf once returned into the database by rostered members
- ☐ Packaging – take care of it too!
- ☐ Maintain general tidiness and organisation of library
- ☐ If quiet times when on duty, re-match missing pieces from the drawers, tidy shelving etc.
- ☐ Roster Coordinator may make contact to allocate roster duty during the current schedule. Future rosters nominations openings will be emailed out (*approx quarterly*) requesting nomination of preferred dates via SETLS
- ☐ I agree to my personal information (phone number and email address) being shared with toy library members and I agree not to share other members personal information outside the NBTL community.
- ☐ If you have a skill or interest that could help out the library, or would like to join the committee, please let us know!!

New Member's Name (Print): _____

Signature: _____

Date: _____



NEW MEMBER INFORMATION

Welcome to the North Beach Toy Library! We are a local, community run Toy Library. Our members can borrow from hundreds of toys, games, puzzles, dress-up and party supplies aimed at children from babies up to 7 years.

ABOUT US:

- Each family can borrow up to eight toys for two weeks at a time.
- We are open on **Saturday mornings 9 – 10:00 am**
- We are a member-run organisation. All members take turns in helping out on a Saturday morning (4 times/ year) and participate in the annual Stocktake and AGM.
- We have a committee of volunteers including a Chair, Vice Chair, Secretary and Treasurer, and General Committee Members to cover roles such as Librarian, Roster Coordinator, Marketing and Technology Officer
- All members pay an annual membership fee of \$80 which we use to run the library
- New toys are typically purchased via grants

HOW TO JOIN:

1. Pick up a **New Member form** from the Toy Library on a Saturday morning or download the documents from our website:
northbeachtoylibrary.org.au
2. Return the completed Membership Application, Insurance Waiver and Code of Conduct on a Saturday morning or by email to
northbeachtoylibrary@gmail.com
3. **Pay** the annual membership fee by electronic transfer or in person on a Saturday morning:
Account Name: NORTH BEACH TOY LIBRARY INCORPORATED
BSB: 036 226
Acct: 688105
Reference: Your Surname, Your Initial, "Membership" eg: SMITH J MEMBERSHIP
4. **Get in touch with us** to arrange a date for your induction, if membership was not lodged in person:
northbeachtoylibrary@gmail.com
 - Toys cannot be borrowed until you have paid the membership fee
 - Induction must be arranged within first month of joining

GENERAL POLICY 2023

1. MEMBERSHIP

- 1.1 Membership is open to families residing in the northern suburbs with child(ren) 0 - 10 years of age.
- 1.2 Membership limit is to be decided by the committee.
- 1.3 The North Beach Toy Library ("NBTL") takes no responsibility whatsoever for any damage to property or personal injury arising directly or indirectly from any cause relating to its equipment and whether such damage occurs on the premises of the toy library or elsewhere.
- 1.4 **It is a condition of continuing membership that members will support the NBTL. This support will take the form of attending the Annual General Meeting ("AGM"), maintaining equipment, and attendance at roster and stocktaking sessions.**
- 1.5 Failure to pay annual fees of \$80 within one month of the due date will result in termination of library membership.
- 1.6 Opening and closing times of the NBTL are:
Saturdays: 9.00am – 10.00am
Long Weekends: Open by decision of committee
Xmas/New Year: Closed Saturday before Xmas, reopens Saturday after New Year
Easter: Closed

2. FEES

- 2.1 Membership fee is \$80 per family per annum. Membership period runs for 12 months from the date you sign up.
- 2.2 Only fully paid up members may borrow toys.
- 2.3 Membership fees are non-transferable and non-refundable.

3. TOY ACQUISITION

- 3.1 Toys may be purchased, made or donated.
- 3.2 The Committee shall be responsible for the selection and purchase of toys. Suggestions are always welcome.

4. TOY CIRCULATION

- 4.1 Members are entitled to borrow eight (8) items per family across a range of categories (not all 8 toys from the same category)
- 4.2 Other NBTL members may borrow for you and anyone can return toys.
- 4.3 Toys may be borrowed for a maximum of two (2) weeks.
- 4.4 Toys are to be used indoors with the exception of those made expressly for outdoor use.
- 4.5 All toys are to be returned in a clean condition or you will be requested to re-borrow the toy and clean it prior to its return in the next borrowing period.
- 4.6 In the case of failure by a member to return toys by four (4) weeks from the due date, a Committee Member will contact the member to arrange a date for the member to return the toys to the library.



- 4.7 Failure of a member to return outstanding toys as in section 4.6, further action will be taken by means of written notification, "that if the toys are not returned within the week from the letter date, the police will be contacted and the toys reported stolen."

5. BIRTHDAY KIT

- 5.1 Members may book the Birthday Kit for their children by emailing northbeachtoylibrary@gmail.com
- 5.2 Bookings are on a first in, first served basis.
- 5.3 Only one date per child may be entered into the diary at one time.
- 5.4 The kit may only be borrowed for member's children, and therefore the maximum time a family may borrow the birthday kit per year will be the number of children in their family.
- 5.5 The Birthday Kit may be borrowed in addition to another four (4) items
- 5.6 If there is more than one booking during the week to borrow the Birthday Kit (as long as it is on separate days), it is the person borrowing at the later date that must contact the person borrowing prior to arrange a time where the Birthday Kit can be handed over.
- 5.7 The Birthday Kit **must be returned** each Saturday morning to the Toy Library by 0900hrs or a fine will apply (see fines).

6. FINES

- 6.1 **Toys**
- 6.1a If overdue, fines will be calculated at the rate of 50 cents per toy per "borrowing session". One week late is one borrowing session late.
- 6.1b If damaged or lost, the committee will decide upon the appropriate fine. As a general rule, members will first be requested to borrow for a second borrowing period in order to locate the missing pieces (i.e. to a maximum borrowing time of 4 weeks). If not found, there will be a non-refundable \$2.00 fine imposed. If a family loses a piece or pieces of a toy on more than three occasions, then future fines will be \$5.00 whenever a piece is lost/damaged.
- 6.1c Failure to return the Birthday Kit by 0900hrs Saturday morning, or at the arranged time agreed to by the two parties during the week, may entail a \$40.00 fine.
- 6.2 **Roster, Stocktake, AGM**
- 6.2a A \$20 fine is imposed for missed roster, stocktake or AGM. This is to be imposed, at the discretion of the Committee, where little or no attempt has been made to notify suitable people of the inability to attend. If a member misses any two of the Roster, Stocktake or AGM, then this may lead to termination of membership.
- 6.2b If a member is more than 10 minutes late for a roster, they will be required to undertake an additional roster session during the year. This will be coordinated by the Member Liaison Officer and Secretary.
- 6.3 **Payment of Fines**
- No toys may be borrowed until all fines have been paid. Failure to pay fines within one (1) month will result in termination of membership. All unpaid/paid fines are to be recorded in the Daily Record completed by rostered members on completion of session.

7. CARE OF TOYS

- 7.1 It is the members' responsibility to count all pieces and check that the toy is complete when taken from the NBTL. It is acknowledged that in respect of toys with many pieces, some members may not be able to count all pieces in the library, given their size. In that situation, members have 24 hours in which to contact northbeachtoylibrary@gmail.com and advise that a piece was missing when borrowed. They will then be exempt from a fine.
- 7.2 Members agree to treat all toys lent to their family with reasonable care.
- 7.3 Rostered members must complete details of lost or damaged items, when returned, in the appropriate section on the "Daily Record Sheet".
- 7.4 If a member and their family have been noted to damage toys and/or lose pieces of toys their membership may be terminated at the discretion of the committee.

8. ROSTER

- 8.1 Two (2) or Three (3) members are rostered for each session depending on the number of current members in the library.
- 8.2 If unable to attend the rostered session, organise with another member to swap, and advise the Member Liaison Officer of the swap. This is to be indicated in the Daily Record Sheet completed by rostered members at completion of the session.
- 8.3 The person named in the first column of the session on the roster timetable (the Caller) has the responsibility to phone and remind others on the roster for that session and to organise key pick up and drop off.
- 8.4 The person named in the first column of the session on the roster timetable (the Caller) also has the responsibility to phone and remind the Caller on the *following* weeks roster.
- 8.5 The key is to be kept in the letter box at the address advised by the Secretary.
- 8.6 In case of an emergency, the Treasurer and President have spare keys.
- 8.7 When a member is on duty they are to be at the Toy Library by 8:45hrs to set up for the borrowing period and are to stay until 10:20hrs to ensure that the library is packed away correctly and neatly.

9. MEETINGS

- 9.1 Committee meetings will be held at a suitable venue. Any member is welcome to attend – please contact the President.
- 9.2 A quorum for any Committee meeting shall be five members, including two office bearers.
- 9.3 Attendance at the AGM is compulsory for all members.

NB - A copy of the North Beach Toy Library Constitution is available upon request.