



MEMBERSHIP INFORMATION

Membership Benefits

Supporting children’s growth, learning & development through play!



Over 3,000 toys to borrow from

The Knox Toy Library is a not-for-profit organisation which has been operating for over 40 years.



Save space and reduce toy clutter

With a fantastic range of toys, games, puzzles, and educational resources- **our aim is to bring the joy of play to everyone in the local community!**



Save money on buying new toys

Our toys cater for babies through to primary school age, with our selection of board games also being suitable for adults too!



Get a discount on all Party Pack & Hire Items

Find us



11-13 Gerda Street Scoresby
(near Scoresby Bunnings)



www.knoxtoylibrary.org.au



info@knoxtoylibrary.org.au



0433 070 896

Follow us!



Membership Options

We have a range of membership options to suit everyone's interests, borrowing preferences and budget!

Join in person or online: knoxtoylibrary.setls.com.au/signup_online

Membership Type:	Amount:	Description:	Duration:	Duty:
Gift Membership	\$40	Borrow 5 items each visit from all toy categories	3 months	×
Games & Puzzles Only Membership	\$35	Borrow from our board games and puzzles sections only- 3 items per visit (in total)	12 months	×
5 Toy Membership- Standard Option	\$90 (Full) \$60 (Concession)	Borrow 5 items each visit from all toy categories	12 months	Yes- 2 hours per term (8 hours per year)
5 Toy Membership- Premium Option	\$160 (Full) \$105 (Concession)	Borrow 5 items each visit from all toy categories	12 months	×
9 Toy Membership- Standard Option	\$110 (Full) \$70 (Concession)	Borrow 9 items each visit from all toy categories	12 months	Yes- 2 hours per term (8 hours per year)
9 Toy Membership- Premium Option	\$180 (Full) \$120 (Concession)	Borrow 9 items each visit from all toy categories	12 months	×
Group Membership (For Family Day Care, Kindergartens and Playgroups)	\$150	Borrow 9 items each visit from all toy categories	12 months	×

What is duty?

Duty is when members sign up on the roster to provide hands-on support during a borrowing session. Tasks include counting and checking returned toys, putting toys back on shelves and packing up at the end of a session. Other tasks may also include light cleaning, light gardening duties, cataloguing new toys or helping members take toys to their car. Members are welcome to bring their children with them when they undertake duty and there is also the option to do duty at events, such as the annual Bunnings BBQ. Members can borrow 2 extra toys, each time they complete a duty session!

Stay & Play

Members are always welcome to stay and play during borrowing sessions!



Enjoy the large backyard space in a natural setting with a sandpit, cubbies and play kitchen and our indoor spaces too! It can be a great way for members to connect with other parents, carers, and grandparents in their local community.

Party Hire

If you are looking for affordable and sustainable party hire items, Knox Toy Library has a great range of items to borrow including:

- Ball pits
- Children's Tables & Chairs
- Cutlery & Crockery packs
- 1st Birthday Party Pack
- Under 3's Party Pack
- Over 3's Party Pack
- Lawn Games Party Pack (All ages)
- Fabric bunting...and more!



Bookings are essential for party pack and hire items.

Please speak with a staff member or email

toylibrarymanager@knoxtoylibrary.org.au to confirm hire availability.

All hire fees go towards the running of the toy library too!

Community

Our members are vital to the Knox Toy Library and there are always ways for members and the wider community- to get involved! Opportunities include:



- Supporting at local and toy library events
- Helping at borrowing sessions
- Cataloguing new toys and donations
- Volunteering a specific skill (E.g. mending costumes, fixing toys, gardening)
- Joining the Volunteer Committee






To find out more or to get involved, please speak to a staff member or email president@knoxtoylibrary.org.au


Knox Toy Library Membership Terms & Conditions

Please read the following information before you complete the membership form.

If this information includes key information for members about how to borrow, return and renew your toys- we encourage you to keep this information in a safe place to refer to.

<p>Child Safety</p> 	<ul style="list-style-type: none"> • The Knox Toy Library is a Child Safe Organisation. It is a requirement for all members to read and sign the Code of Conduct when taking out membership with Knox Toy Library. • Members must abide by the Code of Conduct at all times. • Toy Library Staff, Volunteer Committee Members and Community Volunteers must provide a Police Check before commencing in their role. They are also required to hold and maintain a current Working with Children Check at all times. • Members must supervise their children at all times while at the toy library. This includes inside and outside of the toy library premises.
<p>Communication</p> 	<ul style="list-style-type: none"> • Members agree to receive information from Knox Toy Library including return reminders, duty information, membership renewal reminders and toy library updates. • Members agree to inform Knox Toy Library of any changes to their contact information (Including phone number, address, or email) in person at the toy library or by emailing info@knoxtoylibrary.org.au
<p>Member Duty</p>	<ul style="list-style-type: none"> • Members with 5 and 9 toy Standard Memberships are required to undertake duty. • Duty is for 8 hours per calendar year (2 hours per term) and can be completed at borrowing sessions and/or events (e.g., Bunnings BBQ). • If you have signed up for a Standard Membership, there is a requirement of 4 duty sessions per year (once per term) • Members can do multiple duties per term (rather than once per term) if preferred. • If you are unable to perform your duties, we ask you to pay a duty levy of \$20 per term. This is to be paid up front at the start of the term. • If a duty is not attended or the levy is not paid, a fine of \$25 will be issued at the end of the term with borrowing rights suspended until the fine is paid. Memberships with outstanding fines are unable to be renewed until fines are paid • Members can sign up for duty via their SETLS account or by speaking to Toy Library staff. • If unable to attend your rostered duty, please notify the toy library within 48 hours at info@knoxtoylibrary.org.au

<p>Borrowing</p> 	<ul style="list-style-type: none"> • Members are responsible for the toys they borrow. For example, borrowing toys which are suitable for the age of their child, taking care with magnets and small parts, ensuring toys aren't left outside in the elements, and following any directions for the use of the toy (e.g., weight limits). • The borrowing period is 2 weeks, with the option to renew toys for an additional 2 weeks. • Members are advised to check that all pieces of toys they borrow are included before it is played with. • If a toy has a missing piece (which has not been noted on the bag) to avoid being charged a missing piece fee, please email: toylibrarymanager@knoxtoylibrary.org.au
<p>Renewing Toys</p> 	<ul style="list-style-type: none"> • Members will receive an automatic email reminder before their toys are due to be returned. • Members can renew their toys 1.) In person at the toy library or 2.) Online via their membership account (SETLS) or 3.) by emailing info@knoxtoylibrary.org.au
<p>Cleaning Toys</p> 	<ul style="list-style-type: none"> • It is the responsibility of members to clean the toys they borrow. • Before returning toys, toys must be cleaned and dry according to the Toy Cleaning Guidelines on page 6. • If a toy is returned in a dirty condition, it will need to be cleaned by the borrower at the time of return.
<p>Overdue Toys</p> 	<ul style="list-style-type: none"> • Members are encouraged to renew their toys if they are unable to return them by the due date. • There is a fine of \$2 per week for overdue toys. • If a member is facing exceptional circumstances impacting on their ability to return toys when they otherwise would do so, please email: info@knoxtoylibrary.org.au
<p>Missing pieces</p> 	<ul style="list-style-type: none"> • If a member returns a toy with a missing piece, they will be encouraged to renew the item for another fortnight. • If the missing piece still cannot be found, there is a fee of \$3 per missing piece (The \$3 will be refunded upon return of the missing piece) • Members must not 'replace' a missing piece themselves as toy library toys <u>must</u> meet the Australian Safety Standards.
<p>Damaged or lost toys</p>	<ul style="list-style-type: none"> • If a toy is worn, broken or needs repair please bring it to the attention of the Duty Volunteers or Toy Library Staff Member. • If an entire toy or essential part is lost or broken beyond repair the member will be required to pay a replacement cost. The committee will take into account the age and fair wear and tear of the toy when deciding replacement cost. • Puzzles with missing pieces are frustrating for children. If a puzzle piece is lost / damaged beyond repair a replacement fee for the full puzzle will be charged. • The Knox Toy Library Committee reserves the right to cancel membership and/or seek compensation if a member continually returns toys in an unfit condition (e.g., damaged and/or with numerous missing pieces).

<p>Toy Safety</p> 	<ul style="list-style-type: none"> • Some toys contain very small pieces and are not suitable for children under 3 years of age. • Members should note warnings on bag and tub labels when making toy selections. • Toy bags must be kept out of reach of children at all times. • Members must ensure soft fall is used when using slides and climbing toys. • Toys with batteries need to be checked carefully and all battery covers should be securely fastened before use. • It is the members responsibility to provide batteries for a toy if needed. If a toy does not work with new batteries please inform the Toy Library Manager. • Knox Toy Library does not loan toys with button batteries. If you notice a toy with button batteries, please cease use immediately and inform the Toy Library Manager. • Helmets must be worn by children trying out ride ons /bikes or scooters in the playground. • Helmets are to be provided by members. • Members must read and sign the Safety Disclaimer when completing their Membership Form.
<p>SETLS</p>	<ul style="list-style-type: none"> • Members receive log in details to access SETLS when they join as a member of Knox Toy Library. SETLS is the online toy library database where members can: renew toys, sign up for duty and view the toy collection • If you have any questions about using SETLS, please email: toylibrarymanager@knoxtoylibrary.org.au
<p>Borrowing Sessions</p>	<ul style="list-style-type: none"> • Knox Toy Library is open for borrowing sessions as advertised on the website, unless otherwise communicated. • If a session needs to be cancelled due to staff illness, members will be notified by email and social media channels. • Please note that Knox Toy Library is closed on all public holidays and runs reduced borrowing sessions during the summer holiday period.
<p>Resigning Membership</p>	<ul style="list-style-type: none"> • Membership is not transferable and non-refundable after one month from initial membership date. • If a member wishes to resign their membership, they must speak to a staff member or email the Toy Library Manager toylibrarymanager@knoxtoylibrary.org.au • If resigning their membership, members must ensure that they have paid any outstanding fines and returned all items borrowed.
<p>Membership Renewal</p>	<ul style="list-style-type: none"> • When renewing their toy library membership, the renewing member agrees to the above Terms and Conditions and any variations which may occur to these membership fees and fines.

Toy Cleaning Instructions

Please ensure your toys are returned clean and dry so they are ready for the next borrower.

Please refer to the following toy cleaning guidelines from Toy Libraries Australia.

How to clean

Wipe the toy thoroughly with a cloth damp with either a pH neutral detergent (such as diluted dishwashing detergent) or a 2-in-1 cleaner/disinfectant (most multipurpose sprays available at the supermarket). If using a 2-in-1 multipurpose spray, the solution must be sprayed onto the cloth until it is quite damp. You can use something like an old toothbrush or a cotton bud to get into hard to reach places.

Dry the toy with a tea towel or leave to dry overnight. Please make sure the toy is perfectly dry before returning it to its bag or box. **Do not submerge toys in water as they can trap water inside them** or in the case of wooden toys, they can get too wet to effectively dry.

Special tips

- **Baby Rattles** – Do not to immerse rattles in water as they collect water which can lead to harmful bacteria developing. Wipe the surface with a cloth.
- **Wooden Toys and Train Sets** – Wipe over. Allow time to thoroughly dry. These toys should not be immersed or soaked.
- **Duplo/Lego** – Wash well with hot soapy water and a toothbrush. Rinse and leave to drain overnight.
- **Bath toys** – Please wash after using in the bath and ensure no water remains trapped in the toy.
- **Outdoor/Sandpit Toys** – These must be cleaned well remembering that the next member may wish to use it inside. Remove all sand and dirt and clean well with hot soapy water.
- **Board Games and Cardboard Puzzles** – Paper-based materials, such as puzzles and games, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Please clean counters and other plastic parts of a game.
- **Fabric items (Dress-ups/Puppets/Dolls Bedding/Infant Soft Toys)** – Hand wash or gentle machine wash with laundry detergent and hang to thoroughly line dry.
- **Bikes, scooters and other ride-ons** – These must be washed, keeping in mind that the next member may wish to use them inside.
- **Toy storage bags and boxes** – Wipe handles and all areas that have been touched, ensuring everything is dry before placing toys back in them.

If anyone in your family has been unwell (e.g., vomiting, diarrhoea, respiratory infection) please contact Knox Toy Library prior to returning the toy for further advice.