



Mornington Toy Library

Member information - Toys and Equipment

Welcome to the Mornington Toy Library. We hope that your children and other family members and caregivers enjoy playing together with our toys and equipment. Our Committee, who are all volunteers, spend a lot of time choosing, cataloging and organising our toys, so below are a few pointers to ensure that you understand our procedures for borrowing and that the toys are well cared for whilst on loan to you.

Borrowing toys

The number of toys borrowed depends on your membership type. Toys may be borrowed for two weeks at a time and may usually be renewed once for an additional two weeks, except for some toys in high demand which cannot be renewed. You can renew online by logging in at <https://morningtontl.setls.com.au/> Once signed in to your member page, click your surname shown at top left side of screen. Click 'current loans' in the green panel on the left of your screen to view your current loans. Toys that can be renewed have 'renew' buttons. Click 'renew' to make any renewals. If a toy has exceeded the maximum number of renewals this is shown in the Loans Table, and you cannot make further renewals.

Members are responsible for the toys they borrow. This includes:

- checking pieces when borrowing/returning toys
- cleaning toys before returning them
- choosing age-appropriate toys and ensuring the correct use of them
- taking care with small parts & magnets
- not leaving toys or equipment outside in the elements

There are no restrictions on the types of toys you can borrow. You might also consider borrowing toys with fewer pieces if you are concerned with losing them!

The Toy Library does not provide toys with button batteries

Waiver for bikes and scooters

When you sign up as a new member, you must acknowledge that for any bikes or scooters borrowed, parents/ guardians take responsibility for their child's safety by ensuring that they wear appropriate safety equipment such as helmets when using such equipment.

How to clean toys.

- For toys which are quite soiled, please wash well with hot, soapy water and rinse. Please do **not** immerse the toys in water as sometimes water can get in and cannot be removed.
- If the toy is very dirty, use a toothbrush or cotton bud to clean all edges, nooks and crannies so that the toy is thoroughly clean. Dry the toy with a clean tea towel.
- If your child has been ill, please disinfect the toys, but do not soak them in disinfectant as this can remove the colour from some plastics. The disinfectant wipes that you can buy from the supermarket are useful.
- Special Tips
 - Baby Rattles: please remember not to immerse these toys as they collect water within, which can lead to harmful bacteria developing. Ensure baby toys are rinsed thoroughly of cleaning agents.
 - Wooden Toys and Train Sets: scrub well with hot soapy water and a toothbrush. 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 (and toys you have used in the bath): these need to be cleaned and disinfected by wiping over with a suitable disinfectant. Avoid soaking them in disinfectant as this may remove the colour from plastic toys.
 - Outdoor/Sandpit Toys: these must be cleaned well remembering that the next member may wish to use it inside. Immerse in the laundry tub. Remove all sand and dirt and wash well with hot soapy water. Dry well before returning.
 - Wooden Puzzles: wipe over all wooden pieces with a hot soapy cloth.
 - Board Games and Cardboard Puzzles: wipe over with a hot damp, (not wet) cloth. Clean all puzzle and game pieces

Damaged toys

We understand that sometimes accidents do happen. Return all pieces and report the damaged item to the Toy Library volunteer on duty promptly. If the toy is assessed as unusable (either through damage or essential pieces missing), the Committee will decide on an appropriate payment to fix or replace the toy.

Missing pieces

All our toys are catalogued as they are purchased, and each piece is labelled with the code for that toy. You will find a label on the bag or box, listing each piece, the total number of pieces, and ideally a photo of the toy. As toys are returned, our volunteer staff count and check the bag/box to ensure that the toy is intact before returning it to the shelves for reborrowing.

To minimise missing/damaged pieces, please check the contents of the bag or box as soon as you get home. We suggest parents and caregivers keep our toys and resources in a separate place at home to encourage respect and care for them. We also suggest that the toys are kept for special times, rather than for continuous unsupervised play. Our toys are designed to help children develop skills, not necessarily to occupy them full-time for the period the toys are borrowed.

If pieces are missing when you're about to return the toy, we may ask that you re-borrow it to allow you more time to locate the missing piece(s). If, after this time you still cannot find them, return the toy, and advise the volunteer on duty.

The missing piece will be recorded on our SETLS system and an automatic email sent to you, so that you can continue to look for the piece. If you later find it, please bring it back and your membership record will be updated, and the piece returned to the toy bag or box.

If a piece is lost permanently, we ask for a replacement piece or in rare circumstances for the entire toy to be replaced e.g. if a puzzle piece is lost, we can't utilise the toy so may ask for a replacement puzzle. If a replacement piece is unable to be found, please consult with our Toy Library volunteers who can assist you. If a piece cannot be replaced or remade a fee may be charged.

Overdue toys

We do not impose fees for overdue toys, but please understand other families are prevented from borrowing whilst you still have the toys. Please contact us if there is a legitimate reason for late returns. The focus of the Toy Library is to have the toys returned in a timely manner, to be available for other members.

Communication

As a member, we will contact you from time to time, with information and news relating to the Toy Library, usually via the email address that you have provided. Our website also provides information on our operations.