



Late / broken toy policy

Date: 8th June 2020

Purpose:

We understand that it is not always possible to get things back on time, and that sometimes toys get broken or pieces get lost. The purpose of the late/broken toy policy is to ensure that members are able to access a wide range of toys from the Toy Library catalogue in good working condition.

Late returns:

- All toys may be borrowed for two weeks at a time.
- An additional two week loan can be added by logging into MiBase before the toy is due, and extending the loan.
- Toys that are overdue can not be extended
- A fee of \$1 per week per toy will be charged for any toys that are overdue

Broken toys / missing pieces:

- If a toy is returned with pieces missing, a fee of \$2 per missing piece will be charged as long as the missing pieces are not essential to the fun and enjoyment of the toy
- If a toy is returned with broken or damaged pieces, a fee of \$2 per broken or damaged piece will be charged as long as the broken or damage piece is not essential to the fun and enjoyment of the toy
- If essential pieces of the toy are broken, damaged or missing, then a fine equivalent to 50% of the value of the toy will be charged to assist with replacement.

Batteries

- If batteries run out while you have a toy on loan, we would be grateful if you would consider replacing the batteries with new ones. This helps to ensure that Toy Library funds can go toward purchasing new toys.
- If you are not in a position to purchase new batteries, please let staff know when you return the toy that the batteries need to be replaced.