



The University of  
**Nottingham**

UNITED KINGDOM • CHINA • MALAYSIA

# Toy Library Members Pack



Email: [childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk)

[www.nottingham.ac.uk/child-care](http://www.nottingham.ac.uk/child-care)



# Membership Form

Please complete this form and return to the University of Nottingham Toy Library along with your membership fee of £3.00

## Personal Details:

Full Name of primary member:	
Full Name of secondary member:	
Address:	
Contact Number:	
Email address:	
Status (please circle):	Staff                  Student                  Community
Staff / Student Number:	
Community ID required:	Proof of address and proof of name
Ages of children:	

## Declaration

1. I/We will examine the toys we borrow before leaving the toy library to confirm they are in full working order and good condition.
2. I/We will accept full responsibility for the toys we borrow and will keep them in good condition. I/We will use them correctly in accordance with the University of Nottingham Toy Library Safety Policy.
3. I/We will return them in time, complete and in good condition, or notify a member of staff regarding any breakages or items in need of repair.
4. I/We have read the University of Nottingham Toy Library Safety Policy

5. I/We understand and agree to use the toys with children who are of the age stated on the toy pack or older. The toy packs may be used with children older than the stated age, but not younger.
6. I/We understand that a membership fee of £3.00 is due at the time of joining and after this all pack fees are due at the time of collection.
7. I/We understand that a maximum of 2 packs may be borrowed at any one time.
8. I/We will return the pack after one week. If I/we are unable to return the pack on the agreed date I/We will contact the toy library to inform them of this and agree a return date. I/We are aware that failure to do this may result in late charges.

Signed (Primary Member): .....

Print Name: .....

Date: .....

Signed (Secondary Member): .....

Print Name: .....

Date: .....

Information and supporting documentation supplied by you and gathered by Childcare Services staff will be treated confidentially and maintained in accordance with the provisions of the Data Protection Act 1998. This information is used for the purpose of Childcare Services administration. We will not share your personal information with any third party, except with your explicit permission or as required to do so by law. All information held will be maintained in accordance with the Data Protection Act 1998 and childcare regulations.

Office Use Only:	
Date received	
Date membership fee received	
Date account set up	
Membership number	
Date membership number emailed to member	

# The University of Nottingham Toy Library Safety Policy

We aim to offer a wide variety of toy packs for you to borrow and use with your children at home that are not only stimulating and educational but lots of fun too. There are however, some points to remember when using the toys:

- On each toy or pack you will see a label telling you what age the toy or pack is suitable for  
You must only use the toy or pack with appropriately aged children. The toy may contain small pieces, which are unsafe for younger children, so to avoid harmful situations e.g. choking, please take notice of the age **recommendations**.
- The packs are designed for children to be able to use the toys independently but adult supervision is always recommended. Adult stimulation and interaction is always more fun and it's a great opportunity to share time together
- For safety- if the toy has small pieces to it the adult must make sure the toy is not used inappropriately e.g. the child puts the small pieces in their mouth
- For stimulation - the game or toy may be a little too complicated for the child to do on their own at first and would therefore need adult interaction. The adult can demonstrate the safest and most appropriate way to use it in order for them to gain the most from the toy

How will you know if the equipment you are using is safe?

- All toys used by your child will be complete and intact when you borrow it so it is part of your responsibility to make sure that the toy comes back to the toy library complete.
- Upon returning a toy, we will check it to make sure it is indeed complete, clean and free of odd pieces e.g. pieces that do not belong to it or may be potentially harmful to other children e.g. a marble.
- If the toy is unsafe or needs repairing a 'Toy Repair' label will be put onto it. Then a member of staff will repair it and make sure that it is once again safe to use before it is put out for lending again.
- Each toy, if appropriate, will also be cleaned after use to ensure that the toys are not only safe but hygienic too.
- The boxes and bags will be checked to make sure that they are in good condition.
- If a toy becomes unsafe whilst in your care, please inform a member of staff on its return. We will then deal with the toy appropriately i.e. mend it or remove it from loaning until it is safe to use.

## Toy pack bags

Please remember that the bags used for the toy packs must not be left where children can misuse them. They should be put some where safe, away from potentially harmful situations. It is part of your responsibility to ensure this.

What other checks will be made in order to keep the equipment safe?

- All nuts and bolts where appropriate will be checked to make sure they are tight and not likely to come loose as part of our return checks
- If pieces have rough or sharp edges, these will be either removed or repaired.

We hope that you enjoy using the toys at the University of Nottingham Toy Library and that you will have lots of fun with them. However, you must ensure that the toys are being used appropriately and by following this safety policy we know that you will have endless enjoyment with the toys in a safe and secure way.

Contact details for the University of Nottingham Toy Library are as follows:

To report a damaged item, discuss the use of an item or any other comments regarding the toy library:

Email: [childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk)

Tel: (0115) 9514798

For further information please see:

[www.nottingham.ac.uk/child-care](http://www.nottingham.ac.uk/child-care)

**Disclaimer:** The University of Nottingham has made every effort to ensure that the information in this policy was accurate when published. Please note however, that the nature of the content means that it is subject to change from time to time and you should therefore consider the information to be guiding rather than definitive.