

# Terms of Library Borrowing



- Unique Toyz is for use of children aged 0-18 years old with disabilities/ additional needs.
- Children must be supervised by a responsible parent/carer at all times whilst using items borrowed from toy library.
- It is your responsibility to ensure that the toy/equipment you choose to hire is suitable for the age of the child.
- We will not accept responsibility for any loss, injury or damage caused by or arising from any misuse of any of our equipment. It is the responsibility of the member to see that the toys are used by the appropriate age of children and that they are played with in an appropriate manner.
- Normal hire period of most toys and equipment is fourteen days; this can be extended providing another member does not require them. Certain items are available for four weeks hire.
- Library members are responsible for all items borrowed from the library. All items remain the property of the Unique Kidz and Co and must not be sold or rehired.
- All toys borrowed from the Toy Library must be treated with care and respect and returned to the Toy Library clean and in good condition.
- All toys borrowed must be returned or ready for collection at the agreed time and date.
- All personal information will be kept in line with GDPR.
- Toys hired out on your membership are for your use only
- All damaged/ broken toys must be reported. Please do not attempt to make repairs to a toy as this may affect warranties.
- Please read the risk assessment and any safety instructions that accompanies the toy.
- All toys and equipment must only be used for the purpose for which they are designed.
- Batteries: where included, the library will make sure the batteries are working but cannot guarantee they will last the two week loan period.
- We reserve the right to change the terms of borrowing at any time and you will be informed if this happens.
- Members must inform the Toy Library Staff of any change of address or contact details.
- Unique Toyz reserves the right to refuse the loan of equipment.
- Please follow related social media for changes to terms, stock and other updates.

## **Covid-19 Safety**

- Each toy has a separate box or easy clean packaging. If this is not possible the items will be provided in disposable packaging for each lend.
- Strict cleaning schedule to be followed using COSHH products.
- Work/Storage space kept within the strict guidelines of staff numbers, cleaning routines and PPE guidelines.

- All deliveries/collections will follow social distancing rules and appropriate PPE to be worn at all times.
- Toys will be quarantined on return in line with guidelines.
- Lots of toys are available in multiples so we can still cater for the maximum number of children while following quarantine guidelines.
- If a member of a household has Covid-19 symptoms or has been tested positive, toys cannot be returned. It will be the responsibility of the member to ensure we do not make a wasted journey or put ourselves at risk.
- If the Toy Library Co-ordinator, or another staff member/volunteer, has Covid-19 symptoms or has been tested positive then we will cease working in the library for the stated amount of time and all the toys will be quarantined in line with guidance until deemed safe to lend.