



What it means to be a Roster Member

Choosing to join the Toy Library as a Roster Member ensures the continued smooth running of the library. A Roster Member is an important member of the Toy Library Team.

A Roster Member attends four sessions each year – one each term. They fulfil their volunteering role by checking returned toys, keeping the library clear and tidy and helping the Librarian as needed on the day.

During a duty session you'll be expected to:

1. Arrive ten minutes prior to the Toy Library opening.
2. Help set up the Toy Library ready for opening by moving large toys from the aisles to the outside area (weather permitting).
3. Greet members returning toys.
4. Count and check that returned toys are CLEAN, COMPLETE and that batteries work.
5. Ask returning member to clean the toys if they are not returned at a good level of cleanliness.
6. Pass the details of the returned toys to the Librarian including details about any missing or broken parts so the system can be updated.
7. Once checked put the toys back on the shelves.
8. Keep the Toy Library clear and tidy throughout the session.
9. At the end of the session bring in the toys from the outside area and pack away the Toy Library.

Checking the toys are returned clean is a very important part of the role of Roster Member. It is a health and safety issue to our other members if we unknowingly loan out dirty or unclean toys.