

## **Visiting the Toy Library – Basic Information and Borrowing Policy Coaldale Public Library Toy Library**

### **Toy Library Access**

The toy library is open during regular Library Hours. Patrons require a key to enter, which they can get by asking a library staff member.

For safety reasons, all children under the age of 12 must be accompanied by an adult in the toy library.

Please be advised that the toy library space is a *library*, not a play room. While we certainly encourage children and their caregivers to browse the toys in the collection, we also expect patrons to be considerate of others and leave the Toy Library in an orderly, clean state. This makes the space more accessible and makes it easier for everyone to find the toys they want.

### **Toy Library Organization and Classification**

Each toy has been assigned to a colour section based on the type of play for which it is most commonly used. There are ten types and, therefore, ten colour sections in the toy library.

1. Red: Art & Music
  - Instruments and creative toys for all ages, including Spirograph, an accordion, a guitar, and more
2. Orange: Building
  - A variety of blocks and building sets that encourage exploration of structures and tinkering
3. Yellow: Wheels
  - Cars, planes, tractors, and ride-on toys of all kinds; almost anything with wheels
4. Green: Sport & Activity
  - Toys that get children and families moving, indoors and out: training roller skates, a bocce ball set, a ladder ball set and more

5. Aquamarine: Play sets and Figures
  - Toys that encourage imaginative play through the use of characters and open environments
6. Blue: Puzzles & Games
  - Anything from simple wooden puzzles to tabletop games for older children
7. Dark blue: Literacy, Numeracy, Science and Skills
  - Toys with a clear educational element that aids with early literacy, counting, scientific concepts, or fine motor skills
8. Violet: Infant Toys
  - Toys that are appealing to babies, with age-appropriate visual, auditory, and tactile features; toys in this category also help develop gross motor skills and cognition
9. Magenta: Pretending
  - Toys that encourage children to fulfill an imaginary role or engage in free creative play, this includes doctor sets, food sets, and more
10. Grey: Baby Gear and Furniture
  - Includes a play pen, strollers, a high chair, and a brand-new baby backpack (great for hikes); all are great for short-term caregivers

## **Toy Labelling**

Each toy's label contains a picture of the toy, the toy's name, its ID number, a list of pieces belonging to the toy, and an age guideline. These age guidelines were taken from the toy manufacturers' age recommendations to ensure safety. Parents and caregivers are advised to use their own judgment when deciding if a toy is developmentally appropriate for their child.

## **Toy Catalogue**

Located just outside the toy library entry is a print catalogue of our toy collection. The catalogue is divided into coloured sections, according to toy type, in order to reflect the organization of the toy library itself. Toys within each section are listed alphabetically. Each toy's catalogue entry contains: a picture of the toy, its name, ID number, a list of pieces belonging to the toy and an approximate age range for the intended user of the toy. The toy catalogue is updated upon arrival of new toys.

## **Borrowing Policy Coaldale Public Library Toy Library**

The Toy Library is a free service to all Coaldale Public Library patrons. All patrons who wish to use the toy library should have an equal opportunity to enjoy its benefits. Therefore, we ask that patrons adhere to this Borrowing Policy and help keep our community toy library accessible and enjoyable for all. An up-to-date copy of this policy will be kept in the Toy Library Catalogue and on the Library's website.

### **Borrowing & Returning**

All toys are lent out for a **3-week period**. Patrons can borrow **up to 3 toys at a time**. Toys from the Coaldale Public Library Toy Library can only be returned to Coaldale Public Library. Holds and renewals cannot be placed on toys.

**Toys must be returned to the circulation desk during Library Hours.**

The late fee for overdue toys is **\$0.25 per day**.

### **Cleaning & Maintenance**

In order to extend the life of all toys in the collection, we ask that patrons return toys in good condition. We also ask that patrons report any missing or broken pieces to staff upon return of all toys. Fees for excessive damage or loss will be assessed by library staff on a case-by-case basis. Fee amounts are contingent on extent of damage/loss, cost of the toy, age of the toy, and frequency of circulation.

Efforts will be made to clean toys at least once per year, depending on availability of volunteers. Toys are cleaned and disinfected with soap and hot water. In some cases, baking soda and vinegar are used.

We recommend that patrons clean and disinfect toys before and after use. Again, this will extend the life of the collection and ensure that everyone benefits equally from its existence.