



# MEMBERSHIP GUIDE April 2026

Welcome to the Armadale Toy Library! We operate under the Armadale Community Family Centre, a non-profit community organization located in Seville Grove. Our goal is to provide affordable family access to a diverse selection of toys, games, and puzzles for children aged from 0 to 8 years old.

## LOCATION:

The Armadale Toy Library is situated within the Armadale Community Family Centre at 101 Challis Road, Seville Grove, WA. Please enter through the front door of our center.

## OPENING TIMES:

We're open every Friday from 9:30 AM to 12:00 PM and Mondays from 10:00 AM to 11:30 AM. During school holidays, we operate with shorter opening hours and fewer opening days. We are closed on public holidays and for approximately 4 weeks over Christmas, as advised.

## MEMBERSHIP FEES:

	6 mths	12 mths	1 mth
Regular	\$ 70	\$ 110	\$ 30 +
Concession	\$60	\$100	\$ 50 Bond

Board games only	6 mths	12 mths
Adults only	\$25	\$45

**Families with children who have developmental delays or additional needs can access a first-year membership for \$50;** this offer is available to new members only and requires presentation of a Health Care Card, official NDIS documentation, or a letter from a medical professional.

## SIGN UP:

Sign up online in advance at [armadale.setls.com](http://armadale.setls.com). Payments are accepted via bank transfer, cash and card payment. Please have your ID ready for verification during your first toy collection.

## CONTACT DETAILS:

- ✉ [enquiries@armadalecfc.com](mailto:enquiries@armadalecfc.com)
- 🌐 [www.armadaletoylibrary.com.au](http://www.armadaletoylibrary.com.au)
- ☎ 9497 4794
- 📘 Armadale Toy Library

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## MEMBERSHIP OBLIGATIONS AND TERMS AND CONDITIONS:

- Membership fees are non-refundable.
- Renewal fees are required upon membership expiration to continue borrowing.
- Members must select age-appropriate toys, read warning labels, and supervise toy use.
- All toys must be cleaned before returning.
- Charges apply for missing pieces and/or damage, as detailed below.
- The Armadale Toy Library holds no liability for injuries or damages while borrowed items are in use. Members must sign the Helmet Waiver, Release, and Indemnity Form.



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## **BORROWING TOYS:**

### **For Regular memberships**

- You can borrow up to 1 toy from Gold category and 3 toys from all the other categories for a 3-week period.

### **For Board game memberships**

- You can borrow up to 3 toys from Board game categories for a 3-week period.
- Renewals for an additional 2 weeks are possible, provided the toys are not reserved by another member. To renew, log in to your account at [armadale.setls.com](http://armadale.setls.com).
- Membership may be suspended if toys are significantly overdue until they are satisfactorily returned.
- When borrowing, please ensure to count and check all toy pieces before leaving the toy library. Inform us of any missing or damaged pieces, and we will note them on the toys' listing on SETLS.

## **CLICK & COLLECT:**

- You can choose click and collect to loan and/or return toys.
- You can do it by going to [armadale.setls.com](http://armadale.setls.com), logging in, selecting 'Click and Collect,' choosing and booking a session, and then adding four toys of your choice to the cart. We will have them ready for you to pick up.
- Not sure how to place a Click and Collect order? Please visit our website, click on the Toys section, and scroll down to find the Click and Collect instructions.

## **RETURNING TOYS:**

- Please count the toys with the staff on duty. Kindly inform us of any damage or repairs needed for the toys.
- Please ensure that toys are returned on opening hours only, as staff will not be available for the toy library on other days.

## **MISSING PIECES:**

If a toy is returned with missing pieces, the member will be asked to re-borrow the toy to try to find the missing piece.

### **Please note that any boxes, bags, or containers provided with the toy for storage are considered part of the toy's pieces**

- If the missing piece cannot be found, there is a charge of \$5 per missing piece.
- If the toy cannot be used without the missing piece, you may be charged its full replacement cost.
- The replacement charge will be determined by the management of ATL, considering the age and condition of the toy.
- If you find the missing piece at a later date, we will refund the charge for the missing piece.
- **A \$5 fee will be charged for any missing storage bag, box, or container for the toy, and this fee is non-refundable as it takes time for our staff to prepare or replace these items.**



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## **DAMAGE:**

Our toys are meant to be enjoyed, so a certain amount of normal wear-and-tear is expected.

- However, significant breakages or damage beyond normal wear-and-tear will incur a \$5 charge.
- If the toy is no longer usable due to damage, you may be charged its full replacement or repair cost.
- Replacement charges are determined by ATL management, taking into account the age and condition of the toy.
- Please note that boxes and bags are essential components of the toy and will also incur the \$5 missing/damage charge, if applicable.

**If a member consistently loses pieces or damages items beyond fair wear-and-tear, ATL management reserves the right to cancel membership.**

## **CARE AND CLEANING OF TOYS:**

It's important for members to return toys in a clean and dry condition. A detailed cleaning guide is provided for reference. We suggest that you clean toys at home before returning them, or utilise the cleaning station at the toy library. If a toy appears dirty upon return, you'll be requested to clean it before it's placed back on the shelf.

Please remember to:

- Thoroughly clean all toys before returning them using a damp cloth with hot soapy water or mild detergent. Check cleaning instructions on the toys' contents sheet. Ensure toys are completely dry to prevent mold growth.
- Return toys in their original bag, box, or container (charges apply for missing/damaged boxes/bags).
- Keep toys protected from the weather, especially wooden toys (avoid leaving them in the sun, sand, or getting them wet).
- Check for any stray pieces from your own toy collection before returning toys.
- Check for any minor repairs needed (e.g., torn boxes, loose screws). Let us know upon return if the repair is something you are unable to manage.

## **BATTERIES:**

- Members are responsible for providing batteries for toys. However, you may find that some toys have batteries left in them by previous members.



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## **HOLDS:**

- Always missing out on a favorite toy?
- You can place up to 2 'holds' on toys that are currently on loan (or on hold to another member) via SETLS. • Login to SETLS -> toys -> place hold
- When the held toy is returned, you will receive an email notifying you that it is ready for collection.
- You then have one additional week to collect the toy; after that, it will be returned to the shelf.
- If you know you cannot collect the toy in time, please delete the hold on the toy so another member may access it: -> home -> holds -> delete

## **CHILDREN AT THE TOY LIBRARY:**

Children are of course welcome, it's important for parents and caregivers to note that our toy library has heavy shelving and is not designed as a play environment for kids. Therefore, we kindly ask parents and caregivers to closely supervise their children during toys pick-up and return.

## **CONTACT DETAILS AND COMMUNICATION:**

We primarily communicate with members via email. It's important that we have accurate and current contact information for all members. Please remember to notify us of any changes to your contact details promptly.

## **NOT RENEWING:**

If you do not intend to renew your membership, please ensure that you inform us and return all toys in satisfactory condition.

**Thank you for joining our brand new toy library! We hope you and your family will benefit greatly from it. If you have any feedback or ideas, please don't hesitate to get in touch with us. Enjoy exploring our toy library!**