



# KATELYN'S KLOSET

## ADAPTED TOY LIBRARY

### Terms and Conditions of Membership



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## **GENERAL INFORMATION**

Katelyn's Kloset Adapted Toy Lending Library is operated by Katelyn's Krusade, Inc., a non-profit community organization. The Toy Library lends switch adapted toys, developmental toys, sensory toys, capability switches, and other therapeutic toys/devices to children with special needs and disabilities.

### 1.1 Location

Katelyn's Krusade Adapted Toy Lending Library is located at Easter Seals Central and Southeast Ohio. 3830 Trueman Court, Hilliard, OH 43026

### 1.2 Hours of Operation

These are the hours during which Katelyn's Kloset will be open for families to view, try out, purchase, check out, and return toys:

Saturday 10am - 12pm

\*Additional hours can be made by appointment. Email [appt@katelynskrsade.org](mailto:appt@katelynskrsade.org)

\*Toy Library Committee may change hours upon discretion. Any changes or closings will be posted to the Katelyn's Kloset Facebook Closed Group, website, and sent via email.

To pick up toys which have been Reserved online or to Return toys to the Easter Seals Receptionist Counter

Monday thru Friday 9 am - 4:30 pm

### 1.3 Membership

- a) Membership is open to families in Central Ohio who have a child or children 0 to 17 years old with a disability or special needs.
- b) The membership capacity of the library is currently 75 families, subject to change.
- c) A waiting list is kept if the library is at capacity. Each family will be notified by email or phone when a membership spot becomes available.
- d) Membership includes:
  - i. Unlimited borrowing of items for up to 30 day loan periods. Maximum of 2 toys and maximum of 2 switches (subject to availability) may be checked out per family at a time.
  - ii. Opportunity to purchase switch adapted toys at low cost.
  - iii. Members may bring us their own toys which we will adapt for a fee. Fee to be determined based on type of adaptation required.
  - iv. Access to customized toys, switches, and switch covers.
  - v. Online access to Katelyn's Kloset Membership database for Viewing and Reserving Items, viewing your loaned items, and checking membership status
  - vi. Battery replacement on borrowed toys.
  - vii. Access to Katelyn's Kloset Facebook Closed Group

### 1.4 Fees

Katelyn's Kloset Fees are as follows:

- \$50.00 fee for yearly membership
- \$30.00 fee for 6 month membership
- There are no additional fees for borrowing items; however, for late return of toys or loss/damage of toys, a fine will be charged. (See section on fines for details)
- **Financial assistance** - No family will be turned away due to inability to pay the membership fees. If you are unable to pay the membership fee, there is assistance available. Please contact us via email using the contact information at the end of this document.
- Existing members who wish to renew their membership for the following year/month must pay their membership fees by the expiration date. If the membership expires before renewal, you will be placed on the waiting list if the library is at capacity. Please advise us early if you do not plan to renew for the following year, so that we may notify a family on the wait list.

### 1.5 Library Committee

The Library Committee consists of members who serve to help maintain and run the library operations.

## TOY LIBRARY RULES AND SETUP

### 2.1 Categories of Toys

CATEGORY ID	CATEGORY	TYPE OF TOYS
AF	ACTION FIGURES	Walking, talking action figures with lights and sounds. Megabot, Superman, Spiderman, Dinosaurids, etc.
PL	PLUSH	Singing or musical plush toys
RC	REMOTE CONTROL	Simple remote control toys with adapted remotes. Customized remotes
MO	MOTION TOYS	Singing/dancing toys, Elmo, Minnie, Mickey, Tigger
LS	LIGHTS/SOUNDS	Toys with stimulating lights, sounds, and music
PG	PUZZLES/GAMES	Adapted and non-adapted puzzles and games
SN	SENSORY	Sensory toys

### 2.2 Numbering of Toys

Each toy in the library is assigned a unique catalogue number based on the category it belongs to. For example, toy number AF-023-01 identifies the toy as an Action Figure with ID number 23. The 01 identifies the toy as the first one of that exact same toy. The toy numbers are tracked in the toy library database and assigned to a member when borrowed.

### 2.3 What Can I Borrow or Buy?

- Members can borrow up to 2 (TWO) toys and up to 2 (TWO) switches (based on availability) at a time for up to a 30 day loan period
- Members who wish to borrow capability switches should bring a note from their Occupational Therapist detailing the type of switch the child needs. All types of switches may not be stocked in the library, but can be obtained at the discretion of the library committee. This is your library and we will strive to meet the needs of all members as funds allow.
- Members may purchase toys that have been adapted to accept capability switches. There is a labeled shelf in the library for these 'For Purchase' toys. The price for adapted toys is comparable to the retail price for the unadapted version.
- If you borrow a toy and wish to buy it at the end of the loan period, you have the option to purchase it at the Replacement cost. This request can be made to the library committee in person at open hours or email [info@katelynskrusade.org](mailto:info@katelynskrusade.org). The decision to allow purchase of a borrowed toy will be made by the library committee.

### 2.4 How Do I Borrow Items?

There are two methods to borrow items:

- 1) Visit the library during open session hours to select, try out, and check out items.
- 2) View the inventory online and make a reservation for the items. Pick up the items on the Reserved date at the Easter Seals reception desk between the hours of 9am-4:30 pm or pick them up during the open session hours.
- 3) Items can be returned during open session or to the Easter Seals reception desk. Please be sure to return the toy clean and complete and in the bag provided.

## TOY LIBRARY RULES AND SETUP (con't)

### 2.5 How To Care For Toy Library Toys In Your Home?

One of the biggest concerns for most members of toy libraries are how to not lose pieces or break items at home. Here are a few helpful hints:

- Pack toys away each evening, accounting for all pieces as per the label attached to the toy
- Store packaging out of children's reach to resist damage.
- Keep toys not being used in a toy bag - you'll always know where things are.
- Ensure toys are played with Inside Only (unless it is considered an 'outdoor toy')
- Keep toys out of the rain and pack them away every night.

### 2.6 Cleaning Toys Before Return to the Toy Library

- Wipe all plastic toys and capability switches over with a damp cloth - remove all hand prints, marks and please disinfect. **Ensure all items are clean and dry.** Dirty or wet toys may be subject to a fine.

### 2.7 Battery Operated Toys

- Most of the toys in the library are battery operated. Please check to make sure your toy has working batteries on borrowing, and the toys will be checked on return that they are operating correctly. It is members' responsibility to ensure that the toy has working batteries installed prior to borrowing.
- Membership fee covers all battery replacement.

### 2.8 Fines

Fines will be applied for toys that are returned late, damaged, or missing pieces. These fines are imposed to encourage members to return toys promptly and in a clean and complete state ready for other members to borrow.

- \$1.00/week for each overdue toy
- \$1.00 for lost packaging/bag
- \$5.00 for lost/damaged toy parts (if part renders toy not usable, replacement cost applies)
- \$5.00 for missing batteries
- Lost toys will incur the Replacement cost applied to the specific toy

Please pay fines promptly or borrowing rights may be suspended until payment is made.

If a member accrues excessive fines for overdue or damaged toys, membership may be cancelled at the discretion of the committee.

### 2.9 Damaged or Lost Toys

If you damage a toy:

- The exact nature of the damage will be recorded on the toy record in the database.
- The toy will be placed on the BROKEN toy shelf in the toy library.
- The committee will decide on an appropriate fine/action and will notify you by email and/or in writing

If you lose a piece of a toy:

- We suggest that you renew the toy for an additional 30 day period. The missing piece may be found during that time. If you still cannot locate the piece after the next borrowing period, return the toy to the library in order for the lost piece to be recorded in the database.
- A \$5.00 fine is charged for lost or damaged toy parts. (if part renders toy not usable, replacement cost applies.

If you lose an entire toy:

- Replacement cost will be charged and must be paid before borrowing another toy.

## **TOY LIBRARY RULES AND SETUP (con't)**

### 2.10 Renewing Toys

- Toys may be renewed once for a further 30 day loan period. Toys can be renewed in person during the open sessions or Members may log in to the Online Database to renew a toy. If you do not renew by one of these methods, toys will be considered overdue and fines apply.

## **VOLUNTEERING**

The Adapted Toy Library needs the support of its members to sustain, so that we can provide the items that our special children need. There are many volunteer opportunities throughout the year and you can take part in making this library successful.

Volunteer opportunities include:

- Staffing the library during open session hours to check in/check out toys
- Cleaning Toys for re-stock
- Adapting or Repairing Toys
- Attending toy adapting workshops
- Planning and/or attending fundraiser events

### Why Should I Volunteer?

- Volunteers are needed to ensure the library runs smoothly and provides continued service to all members
- Volunteers earn discounts on renewal memberships:
  - \$10 discount for volunteering 4 times during membership period
  - \$15 discount for volunteering 6 times during membership period
  - \$25 discount for volunteering 8 or more times during membership period
- Volunteer schedule will be coordinated by library committee

## **COMMUNICATION**

The library committee will keep members updated on all toy library issues through quarterly newsletters and notices, as well as posting information on the website and Closed Facebook Page.

The main method of communication will be via **email**, so please be sure to let us know if your information changes.

The Committee is interested in any issues or suggestions you may have regarding toys, switches, or the running of the toy library. Comments can be made via email at the addresses below. A survey will be given to members each time they borrow a toy. Please complete the survey and return along with the toy. The purpose of the survey is to ensure that we are providing toys and services that meet the needs of library members. We will strive to accommodate all diagnoses, so if you see areas for improvement please communicate that to us.

New Toy/Switch suggestions are always welcome!

Web: [www.katelynskloset.org](http://www.katelynskloset.org)

Email: [info@katelynskruade.org](mailto:info@katelynskruade.org)

[appt@katelynskruade.org](mailto:appt@katelynskruade.org)

For General information

To schedule a library appt

Committee Members are:

President -

Heather Bennett

[heather@katelynskruade.org](mailto:heather@katelynskruade.org)

Secretary -

Michael Prete

[mike@katelynskruade.org](mailto:mike@katelynskruade.org)

Treasurer -

Edward Bennett

[ed@katelynskruade.org](mailto:ed@katelynskruade.org)

Program Director -

Ann Nicol

[ann@katelynskruade.org](mailto:ann@katelynskruade.org)

Engineering Outreach Coordinator - Dan Silberstein