

European**Toy**Libraries

Documentation for Toy Libraries

These texts have been prepared by ETL for people who wish to consult reference documents about toy libraries.

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By European Toy Libraries Group (ETL)

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DOCUMENTATION FOR TOY LIBRARIES

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6. WORKING STANDARDS



Rational and legal framework

Definition of toy library:

"Toy Libraries provide resources for play, including toys, games, trained staff and dedicated space for non-profit purpose"

Toy libraries have the mission...

1. To defend the idea that leisure, as part of Human Rights (art. 24), includes the right to play;
2. To defend the Right to Play (art. 31 CRC) recognizing it as essential in the overall development of children;

Article 31 CRC

States Parties recognize the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

States Parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.

3. To promote and recognize the pedagogical, educational and socio-cultural role that play has for society and individuals all lifelong;
4. To raise awareness among institutions and the community about the importance of informal/free play and to favor autonomy by free choice;
5. To nurture the relationships between children, their parents or carers through playing together.

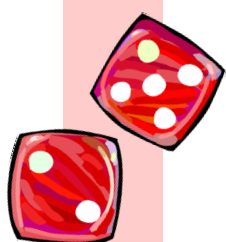
"European Toy Libraries have in mind Human Rights and the Convention the Rights of the Child"

The Working Standards refer policy, management tasks and worker tasks, organized in 10 points: vision, strategic plan, resources, staff and volunteers, training, environment, public relations and networks, users, day-to-day work and evaluation.



POLICY	MANAGEMENT TASKS	WORKER TASKS
1. Create a vision Create a vision of the way the toy library should work	<ul style="list-style-type: none"> Develop and communicate a vision that has its users at the heart of the toy library. (A user is someone who uses the toy library service) 	<ul style="list-style-type: none"> Contribute to the development of the vision. Make sure that the vision is followed in the work of the toy library
2. Develop a strategic plan Know <ul style="list-style-type: none"> how to establish the need for a toy library and the most suitable toy library model the importance of working with other providers to strengthen the role of the toy library the importance of using the knowledge of the toy library workers and users in the development of the plan that communication is vital for successful implementation 	<ul style="list-style-type: none"> Learn the needs of local communities Identify the people who will benefit from the toy library service Decide the type and nature of the toy library service Consult with workers Ensure that workers are supported to deliver the strategy Identify what resources are needed Communicate the strategy to workers, users and other interested groups Develop a method for evaluating the strategy 	<ul style="list-style-type: none"> Contribute to the development of the strategic plan Follow the plan and deliver the strategy Communicate with users and others. Work with other agencies and build partnerships to promote the toy library Take part in evaluation and review of the plan

POLICY	MANAGEMENT TASKS	WORKER TASKS
3. Provide resources <ul style="list-style-type: none"> Know how to secure resources for the toy library service, including staff, premises and toys Manage the finances 	<ul style="list-style-type: none"> Provide enough workers for the toy library to run well and to meet legal standards Provide enough resources for toys, games and equipment Ensure the suitability of toys, games and equipment for toy library users Set out a budget and financial rules 	<ul style="list-style-type: none"> Know the number of users to expect Know how to provide a range of toys to meet the varied needs of users Know about toys, games and how they support child development and social and cultural learning Follow the financial rules
4. Staff and volunteer Development <ul style="list-style-type: none"> Know the relevant legislation, policies and procedures for recruitment of workers Know the of the importance of providing job/role descriptions and performance criteria Know how to develop a training and development plan 	<ul style="list-style-type: none"> Recruit workers correctly Ensure training and support so that workers can operate the toy library Provide a framework of job descriptions, policies and procedures 	<ul style="list-style-type: none"> Know what is expected of your role and when to refer matters to a manager Follow the rules of the toy library





POLICY	MANAGEMENT TASKS	WORKER TASKS
5. Training for workers <ul style="list-style-type: none"> Be aware that training is the key for a successful way to run a toy library 	<ul style="list-style-type: none"> Establish a training and professional development strategy Establish a supervision and appraisal system Develop a method for evaluating the strategy 	<ul style="list-style-type: none"> Learn how to identify your training needs and how to get training Understand the importance of supervision and appraisal in supporting continuous development and improvement Know the importance of evaluation of training for improvement of the toy library service
6. A safe environment <ul style="list-style-type: none"> Provide a safe and secure environment in the toy library Provide for users with special or additional needs 	<ul style="list-style-type: none"> Ensure the safety of all who use the toy library by defining policies and procedures Ensure access for all who wish to use the toy library Ensure that spatial arrangement of the toy library creates a good experience 	<ul style="list-style-type: none"> Create a welcoming play environment while following policies and procedures Know how to set out the space to enable users make the best use of the toy library Know the needs and preferences of individual users

POLICY	MANAGEMENT TASKS	WORKER TASKS
7. Public Relations and Networks <ul style="list-style-type: none"> • Know the needs of users and potential users and how the toy library would benefit them • Know which individuals and which organisations will be good partners • Know how to develop a marketing and public relations strategy and evaluate of its effectiveness 	<ul style="list-style-type: none"> • Network with other organizations and services to promote the toy library and work in partnership with them • Provide resources for marketing the toy library 	<ul style="list-style-type: none"> • Cooperate with the marketing and public relations strategy
8. Working with users <ul style="list-style-type: none"> • Ensure a warm and inviting toy library environment • Know about the value of toys and play and promote it • Support the role of the parent as the child's first and foremost teacher • Know how to plan for diversity • Maintain confidentiality • Know how to use local information to plan the toy library service 	<ul style="list-style-type: none"> • Ensure that toy library service is based on the needs of current and potential users • Listen to the users • Provide training and information • Ensure that the range of toys provided reflects the diversity of the users • Provide policies to ensure that the needs of all users are met • Provide a suitable record system, in line with local requirements • Ensure that records are stored safely and shared only with those who need to know 	<ul style="list-style-type: none"> • Welcome the users and listen to them • Understand that play is a self-directed activity and that the player should choose how and with whom to play • Offer a choice of toys and games and know about them • Follow policies about confidentiality and information sharing





POLICY	MANAGEMENT TASKS	WORKER TASKS
9. Day to day running of the toy library <ul style="list-style-type: none"> Know the importance of providing suitable systems for running the toy library 	<ul style="list-style-type: none"> Provide systems suitable for running the toy library effectively Select opening hours for the toy library –e.g. to fit in with school hours, religious observance, holidays, health clinics 	<ul style="list-style-type: none"> Know how to catalogue/classify toys in line with local policy Know how to use the catalogue system to retrieve toys Know about toy maintenance and hygiene Know about storing of toys Know about toy loaning systems, where appropriate Know about the system for collecting fees, where appropriate Know about activity planning, where appropriate
10. Evaluation <ul style="list-style-type: none"> Collect data to continuously improve the toy library service Set policy Evaluate the toy library 	<ul style="list-style-type: none"> Evaluation of the staff Evaluate the toy library service 	<ul style="list-style-type: none"> Record activities Follow policies and procedures Give feedback to management Co operate in evaluation



ETL Meeting in
Istanbul, Turkey
(2012)



ETL Meeting in Greve,
Denmark (2013)