



CLICK & COLLECT GUIDE

There will be two Click & Collect sessions per week: Thursday 2-5pm and Saturday 9-12pm. To ensure we can maintain adequate social distancing whilst avoiding queuing, these sessions will be divided into 15 minute slots. A maximum of 2 people can book into each 15 minute slot.

Please try to keep to your chosen slot time — if you are more than 15 minutes late your toys will be returned to the library and made available to other members.

If you are returning toys but not picking any new ones up, a suitable time needs to be arranged with the toy library staff- please contact info@baysidetoylibrary.org.au to arrange this.

HOW TO BOOK A TIME SLOT FOR CLICK AND COLLECT

- Log in to your Toy Library account on [mibase](#)
- Click on “appointments” in the top menu bar
- Scroll down to the booking calendar and click “book” next to the time slot that you would like

Home My Library Toys Toy Hire Roster Appointments Reset Password

203: M [REDACTED]

Note: Bookings Cannot be Cancelled 1 day(s) before scheduled date.

Booked Appointments

id	date	day	Session	comments
31903	04/04/2020	Sat	10:00 - 10:15	

Total: 1

Booking Calendar

21-MAR-2020

Saturday

10:00 - 10:15

Book

Booking Calendar

21-MAR-2020

Saturday

10:00 - 10:15

Book

Book

Book

Book

10:15 - 10:30

Book

CHOOSING YOUR TOYS

There are two options: to choose the specific toys you would like, or to choose an infant "mystery pack" which is a selection of 4 toys suitable for younger children which will be chosen for you by toy library staff.

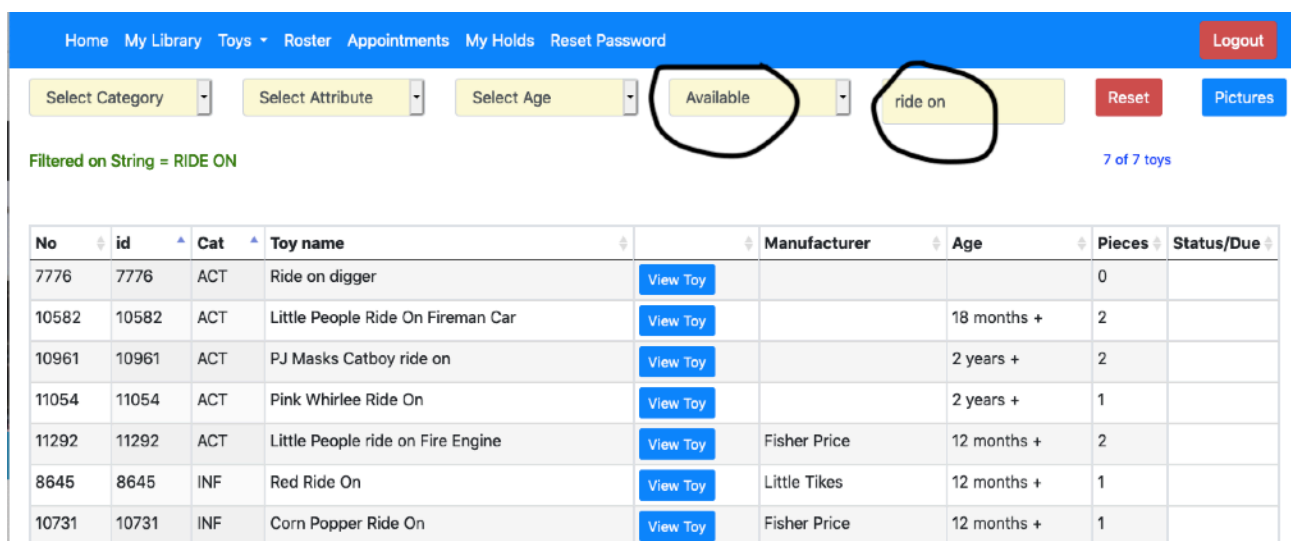
Once you have secured a suitable time slot, click on "toys" in the top menu bar

To view all available toys

- To see all toys that are available to reserve, click on "toys" on the top menu bar, then click on "search toys" in the drop down menu.
- In the filters that appear at the top of the page, click on "select status" and choose "available"
- You can click on "view toy" for more information and a picture if available.
- Click "Hold Toy" and this toy will be reserved for you.
- You can repeat this up to your usual toy limit

To search for a particular toy or type of toy

- If you have a particular toy or type of toy in mind, please click on "toys" on the top menu bar, then click on "search toys" in the drop down menu.
- In the filters that appear at the top of the page, click on "select status" and choose "available"
- Type into the free text box on the right of the filters e.g ride on toys



The screenshot shows the top navigation bar with links: Home, My Library, Toys, Roster, Appointments, My Holds, Reset Password, and Logout. Below the navigation bar are search filters: Select Category, Select Attribute, Select Age, Available (circled), ride on (circled), Reset, and Pictures. Below the filters, it says "Filtered on String = RIDE ON" and "7 of 7 toys". The main content is a table with columns: No, id, Cat, Toy name, Manufacturer, Age, Pieces, and Status/Due. The table lists several toys, each with a "View Toy" button.

No	id	Cat	Toy name	Manufacturer	Age	Pieces	Status/Due
7776	7776	ACT	Ride on digger			0	
10582	10582	ACT	Little People Ride On Fireman Car		18 months +	2	
10961	10961	ACT	PJ Masks Catboy ride on		2 years +	2	
11054	11054	ACT	Pink Whirlee Ride On		2 years +	1	
11292	11292	ACT	Little People ride on Fire Engine	Fisher Price	12 months +	2	
8645	8645	INF	Red Ride On	Little Tikes	12 months +	1	
10731	10731	INF	Corn Popper Ride On	Fisher Price	12 months +	1	

- You can click on "view toy" for more information and a picture if available.
- Click "Hold Toy" and this toy will be reserved for you.
- You can repeat this up to your usual toy limit

NB The exact toy you request may not always be available in which case, a substitute will be chosen by the person putting your click and collect pack together. We are not able to swap toys in your pack when you come to collect them as this is a contactless service. Thank you for your understanding. :)

Infant Mystery Pack

When you are booking your time slot, write "infant mystery pack" in the comments section before completing the slot booking. You do not need to do anything else.

COLLECTING TOYS

Your toys will be labeled on a rack in the covered outside foyer area of the toy library. Please enter through the "enter gate" pick up your toys, and leave via the "exit" gate

RETURNING TOYS

There will be a separate Returns Rack for you to place toys in the covered outside foyer area of the toy library.

Please enter through the "enter gate" pick up your toys, and leave via the "exit" gate. All the toys in the Returns Rack will go into a quarantine period of 7 (seven) days, after which point they will become available for loan again.

QUESTIONS? COMMENTS? FEEDBACK?

If you have any problems logging on or making reservations, please e mail info@baysidetoylibrary.org.au

Please bear with us as this is a new process for all of us and there may be a few teething issues- we thank you for your patience!