

ALL-SA

ACTIVE LEARNING LIBRARIES - SOUTH AFRICA

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TRAINING

TOY LIBRARY ADMINISTRATION

Learn how to manage and administer a toy library
Do your toys get damaged and lost because no-one knows how to take care of them properly?

COURSE CONTENT

PLANNING A TOY LIBRARY

- Toy library aims and models for different needs
- Identifying the needs
- Developing mission and goals

ADMINISTRATIVE RECORDS (Hands-on / practical)

- Developing files and forms
- Cataloguing, marking & protecting of toys
- Policies, procedures & rules

MANAGING THE TOY LIBRARY SERVICE

- Reporting procedures
- Family and community involvement
- Maintaining and repairing of toys

MANAGING THE MONEY

- Recording income and expenditure
- Budgeting and funding

TRAINING FEES

ALL-SA Member - NGO	R 1 650	<p>Training fee includes: Training notes, tea, coffee, biscuits, filled rolls for lunch.</p> <p>Participants receive a Certificate of Attendance.</p> <p>Group discount (5+ persons) less 5 %</p>
ALL -SA Member - General	R 1 760	
Non Member *	R 1 995	
* BECOME A MEMBER NOW AND SAVE CONTACT ALL-SA FOR DETAILS	*1 person: R165 p.a. Group of 4: R230 p.a.	

WHO WILL BENEFIT?

Toy librarians, community librarians and anyone who is interested in starting toy libraries

<p>11 – 15 April</p> <p>09 – 13 May</p>	<p>2011 TRAINING DATES</p> <p>Training sessions will be offered at other times during the year. Please contact the Training Dept. for dates.</p>	<p>11 – 15 July</p>
<p>VENUE & TIMES</p>	<p>ALL- SA Toy Library Resource Centre 3rd Floor, CMI Building, 13 Joubert Street Ext, Parktown, Johannesburg</p>	<p>Registration day 1: 08h30</p> <p>Day 1 08h30 – 15h45 Day 2 -4 09h00 – 15h45 Day 5 09h00 – 13h00</p>