



## **TOY LIBRARY ADMINISTRATION COURSE OUTLINE**

### **PLANNING A TOY LIBRARY**

- Toy library aims and models for different needs
- Consulting the community and identifying the needs
- Developing a mission and goals
- Marketing the toy library

### **ADMINISTRATIVE RECORDS** (Hands-on / practical)

- Developing files for current stock & stocktaking etc.
- Developing forms e.g. membership and borrowing records etc
- Cataloguing, marking and protecting of toys
- Developing policies, procedures and rules
- Keeping statistics
- Planning for new toys

### **MANAGING THE TOY LIBRARY SERVICE**

- Reporting procedures – for management and donors
- Maintaining and repairing of toys
- Dealing with challenges
- Family and community involvement
- Team work

### **MANAGING THE MONEY**

- Recording income and expenditure
  - Developing a Budget
  - Fundraising
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