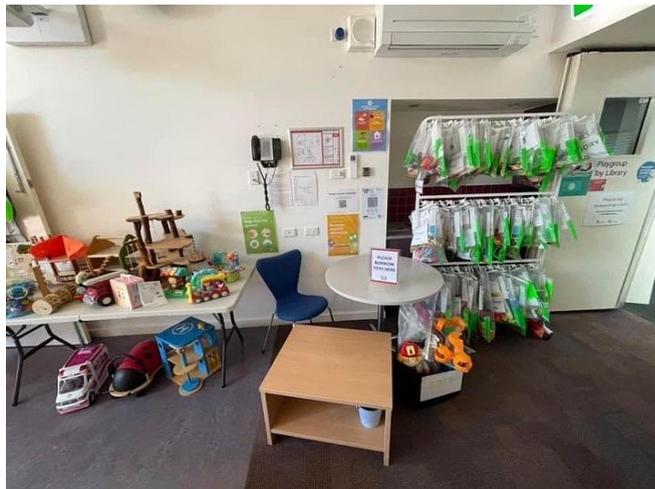# SCTL LOANS/BORROWING GUIDE

(updated 16/7/22)

Thank-you for volunteering today. We couldn't run the Toy Library without you!

Your role today will be to log which toys members borrow onto our Mibase system. The session coordinator will set you up and give you a run down. Shout out to them if you need any help at all! We don't want this to be a stressful experience for you.

Once on Home on the Mibase page you will see this. Refer to all the tabs at the top of the page. You only need to use the 'Loans' tab for Loans/Borrowing.

Home ▾ Toys ▾ Members ▾ Reservations ▾ Check Toys Returns Loans Version 1   Logout

Help

Your Hosting Expires on: 30-11-2022

Surf Coast Toy Library
Logged in as: surfcoast
Time Zone: Australia/ACT

Type: S: Hosting for 50 - 100 members
Active Members: 127
Current Members: 254
Total Expired Members: 110
Total Toys Overdue: 198

1 Members have joined up online and require approval.

Only **email loan receipts** if you have auto email **email_receipt** switched off run at the end of the session.

Email Loan Receipts

Mibase Support: **0481 043 040**
Mibase Email: **Send Support Email**
(Text me your number and I can call you back!)

Automatic SMS and Emails are ACTIVE
disable all auto emails

System Alerts Add a System Message

- To **borrow out a toy to a member**, click on 'Loans' and then select 'Find Member', then click members name. An alert about the member may pop up. Please complete the task. Ask your coordinator to complete the task if you can't.
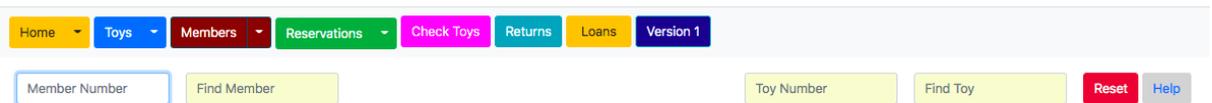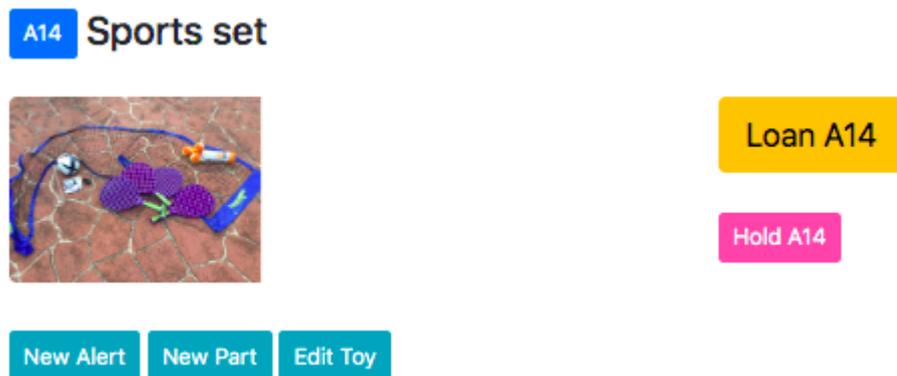

- Once in the members page select 'Toy Number' or 'Find Toy' on the far right hand side.
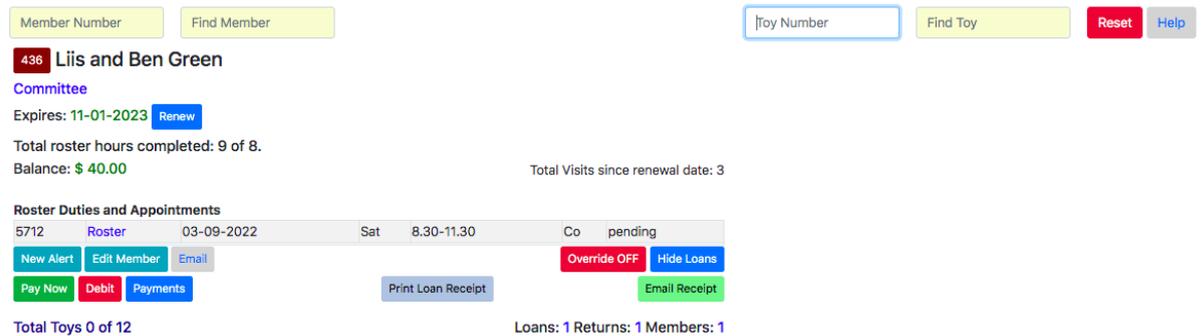
If you select 'Toy Number' and add in the number on the toy and press ENTER on the keypad it will automatically add the toy to the members account.

If you select 'Find Toy' and add in the number of the toy, you will need to then select the orange Loan button on the right hand side.

You can use either of these options. However, the second option allows you to check you have the right toy before borrowing it out to the member.

- If you add the wrong toy, you can just press **Return.**

A14 Sports set has been succesfully returned.

Toy#	Toyname	Return	Renew	Due	Date	LT/Rent	id
G80	Sequence for Kids	Return	Renew	12-07-22	05-04-2022	1.0	21227
G75	Bus Stop game	Return	Renew	12-07-22	05-04-2022	1.0	21228
F73	Camping Family - Fisher Price	Return	Renew	29-06-22	15-06-2022	1.0	22124
		Return All	Renew All				

Total Toys 3 of 12   Loans: 1 Returns: 1 Members: 1

- Ensure you read any alerts that pops up when you add a toy. They may be safety alerts for members to know about or a task that needs to be completed for the toy. Ask your coordinator to complete the task if you can't.

 An example of an alert may be: *This toy has an accessory bag, This toy has batteries, There is a part of this toy in the reunite me box, Please keep the toy inside, This toy is missing 1 piece etc.*

- If the toy comes with an accessory bag, the member **must** take the accessory bag with them. If they don't want it, suggest they just put it in the cupboard away from the child as we need all items to go out together. The accessory bag will match the number on the toy.

- If you cannot find an accessory bag, please ask the coordinator to help you as they will need to add an alert to the members page if it is not taken.

- Double check the right amount of toys are registered and borrowed under the right Members name before they leave.

- Remind members to count their toys and contact us via email within 24 hours if anything is missing or damaged. Or check toys before they leave!

- You need to press the red **RESET** button after each member to clear the page

- If you need any help at all, ask the session coordinator!

Thank-you for completing your duty and helping to provide this awesome service for our community!