

Godly Play Library Terms & Conditions Of Use



Definitions

'The Office' relates to the Parish Office located in the Underhill Centre, St John's Church, St John's Road, Hedge End, SO30 4AF.

'The Library' relates to the Godly Play resources available from The Church.

'The PCC' is the Parochial Church Council of St John the Evangelist, Hedge End.

'Godly Play Administrator' means one of a small team of volunteers who run the library.

'Librarika' is the online library management portal used to administer The Library.

1. Membership of The Library

- 1.1 Resources can only be loaned by a church or school which has registered for membership of The Library
- 1.2 Membership is only activated on receipt of the following completed forms (available for download from <https://www.stjohns-hedgeend.org.uk/godly-play-boxes>) : -
 - application form
 - data consent form (See also Section 4 below)
- 1.3 You will receive confirmation of your membership and a log on to Librarika.
- 1.4 User guides for Librarika are available from <https://www.stjohns-hedgeend.org.uk/godly-play-boxes>

2. Subscriptions and Fees

- 2.1 Loans are subject to being up to date with the payment of fees. This is either : -
 - annual membership of £40 payable on 1st January each year or pro rata if joining mid-year; or
 - £5 fee per box/item loaned, payable on reservation.
- 2.2 Fees to be paid by BACS transfer into the PCC bank account:
Account Name: St John's Parochial Church Council
Bank: Nat West Romsey
Sort Code: 60-18-46
Account Number: 06002188
- 2.3 Use your church name followed by GP as the payment reference.
- 2.4 At the time of payment, please email godly.play@stjohns-hedgeend.org.uk to confirm the date of payment, amount, what the payment was for and the name of your church.
- 2.5 Annual Membership and individual box fee are non-refundable.

3. Loan Times and Arrangements

- 3.1 Boxes and other items can be reserved via Librarika up to 30 days in advance.
- 3.2 All reservations to be submitted via Librarika by 5pm on the Saturday before collection.
- 3.3 Reserved items will only be released on payment of the fees set out in section.
- 3.4 Reserved items are to be collected from The Office during office hours (Mon, Tues, Thurs & Friday 9.00 -noon) although in exceptional circumstances, alternative arrangements may be made on request.
- 3.5 Items may be loaned for up to 4 weeks, although they may be recalled earlier if needed by another user during that time.
- 3.6 Up to 4 boxes may be borrowed at any one time.
- 3.7 If you have overdue items, no further items will be released until the overdue items are returned.
- 3.8 If an element of the box is broken or mislaid or the last of any consumable items used during the period of your loan, please notify us by email (godly.play@stjohns-hedgeend.org.uk).

4. Data Protection

- 4.1 Any personal information that you provide to the PCC will be processed in accordance with the Privacy Policy, which can be found at www.stjohns-hedgeend.org.uk/privacy-notice.php
- 4.2 The Godly Play Administrator will need to contact you about reservations, collections, returns, fees and overdue items. Therefore, as a minimum, members are asked to provide the following consent:

I consent to the details I have provided being used by the church office, Godly Play Library Administrator to contact me in relation to reservations, collections, returns and administration of your library membership.
- 4.3 You are responsible for informing us of changes to your personal details.

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