

# Babytheek Leuven internal rules

(this is a translation of the text in Dutch)



**BABYTHEEK**  
Leuven

## 1. Organization

Babytheek Leuven is a project of vzw Huis van het Kind Leuven.

## 2. Accessibility

Babytheek Leuven is open to all residents of Leuven, Wijgmaal, Heverlee, Kessel-Lo and Wilsele.

## 3. Membership

### 3.1 Enrollment

To borrow materials, one must be registered as a member, have paid membership fees, and have approved the By-Laws.

Anyone can register at [www.babytheekleuven.be](http://www.babytheekleuven.be). The personal data (name, address, telephone number and e-mail address) provided at registration will be entered into a borrowers' file held by the Leuven Children's Centre and used only for the baby library.

Babytheek Leuven may refuse members.

### 3.2 Membership fee

The membership fee is 50 euro per year. Payment is made via bank transfer (to account number BE36 7360 0231 0381, stating 'Membership fee Babytheek Leuven name + first name member') or via Payconiq (stating 'Membership fee Babytheek Leuven name + first name member').

Membership commences within 5 working days of the membership fee being received by Babytheek Leuven.

Members entitled to social rate receive an 80% discount on the normal price for membership. The membership fee is then 10 euros per year.

Members are entitled to the social rate if one of these conditions is met:

a joint taxable income lower than 19,335.92 euros. Per additional family member 3,579.60 euros may be added;

entitlement to an increased allowance;

unemployed for at least 3 months;

the member receives an integration income;

the member is a foster parent.

The application for the social rate must be accompanied by one of the following documents:

- a copy of the assessment notice for the personal income tax for the previous assessment year together with an attestation of the family composition;
- a certificate of increased allowance (to be obtained from the health insurance fund);
- an unemployment certificate;
- an Integration Income Certificate;
- a foster care certificate;
- a sticker from the health insurance fund;
- a photo or copy of the UITPAS.

If you have any questions, feel free to contact the reception of Huis van het Kind Leuven via phone at 016 27 24 90, [babytheek@huisvanhetkindleuven.be](mailto:babytheek@huisvanhetkindleuven.be) or stop by the Savoyestraat 4 during our opening hours. You'll find these on [www.huisvanhetkindleuven.be](http://www.huisvanhetkindleuven.be)

#### **4. Internal regulations**

Babytheek Leuven may amend the internal regulations at any time. Members will be informed of changes via e-mail. Changes in the internal regulations do not entitle the member to a refund of his/her membership fees.

#### **5. Consultation of collection**

The collection can be consulted online at [www.babytheekleuven.be](http://www.babytheekleuven.be).

#### **6. Borrowing**

Members can borrow all materials free of charge. Only members may come and collect the reserved materials, unless otherwise agreed upon with Babytheek Leuven in advance. Staff members of Babytheek Leuven can ask borrowers to identify themselves at any time.

##### **6.1. Number and term**

Each member can borrow up to 5 pieces at a time.

Some materials can be borrowed for up to 6 months, other materials can be borrowed for up to 3 weeks. The loan period is visible in the catalog.

Babytheek Leuven reserves the right to refuse to lend out any baby material at any time for sound reasons.

##### **6.2 Reservation**

Equipment can be reserved up to 3 months in advance. The borrower must indicate when the equipment is needed.

If the equipment is not available, the member can give his contact information on the website. If the equipment is available again, the member will be notified. At that time, the material can be reserved.

##### **6.3 Collection**

Babytheek Leuven checks all material for borrowing. The condition of the material is tracked per item. By borrowing the material, agreement is given to borrow the material in the condition it is in.

The member will receive an email when the reserved material is ready. The material can be collected during the opening hours of Babytheek Leuven, at the OCMW, Andreas Vesaliusstraat 47, 3000 Leuven.

The reservation expires if the material is not collected within 14 days after the start date of the reservation.

#### **6.4 Material and responsibility**

Members shall use the material as a good family man.

The material may only be used for personal use, and not for trade practices, rental, commercial or professional activities.

Babytheek Leuven is not responsible for production, material or quality defects of the material.

The staff of Babytheek Leuven can provide explanations about the material. As soon as the material is loaned, the member declares that he or she is capable of using the material in a proper and safe manner.

Babytheek Leuven can never be held responsible for any damage or physical injury caused by the equipment.

At any sign of unsafety or breakage of the loaned material, the member immediately stops using the material. The member reports this to Babytheek Leuven and returns the material as soon as possible.

#### **6.5 Returning or renewing**

At the time of borrowing, the member will receive an email listing the borrowed materials and the return date for each borrowed piece.

Ten days in advance, a reminder email will be sent with the pieces to be returned. The material can be extended a maximum of once before the return period and for a maximum of six months or a maximum of 3 weeks. This can be done by a request via e-mail or via the online contact form on the website.

The material must be returned by the expiration date during the opening hours of Babytheek Leuven.

Babytheek Leuven will check the returned material. The material needs to be returned in the same condition as it was borrowed, except for normal wear and tear. The member should carefully clean the material before returning it. All textiles and fabric parts should be returned washed. If this is not complied with, Babytheek Leuven will charge 3 euro per item that has not been cleaned.

#### **6.6 Late return**

If equipment is returned too late, a fine of 10 euro per week, per piece borrowed, will be imposed. Babytheek Leuven reserves the right to waive or adjust fines in the event of exceptional circumstances.

Only after paying the fine, the member can again borrow material.

Babytheek Leuven reserves the right to take the necessary steps to claim unreturned material or unpaid fines and to recover the costs from the member.

Babytheek Leuven sends a first reminder by email one week after the loan date has passed with the fine amount and the new return date. A second reminder is sent by e-mail and by phone, with the adjusted fine amount and the new return date. Subsequently, a registered reminder is sent which imposes, ipso jure, a compensation set at 15% of the amount owed with a minimum of 25 euros. Only the courts of Leuven have jurisdiction in the event of a dispute.

Fines can be paid via payconiq or by bank transfer to account number BE36 7360 0231 0381 (BIC: KREDBEBB) stating 'fine babytheek name member'.

Fines are due as soon as the loan period has expired: charging them is therefore independent of whether or not a reminder has been received.

### **6.7 Damage, loss, theft**

The member is responsible for any loss, theft or damage. If the material is returned damaged, the member must pay the full amount of the repair or replacement. Babytheek Leuven will make a decision within 30 days after the damaged material has been returned.

If the material is lost or not returned, the member has to pay a compensation equal to the replacement price. The replacement price of the material can be found in the catalog (on the website).

### **7. Contact**

Huis van het Kind Leuven vzw  
Savoyestraat 4  
3000 Leuven  
016 27 24 90  
0498 94 58 33  
babytheek@huisvanhetkindleuven.be  
www.babytheekleuven.be