

## Evaluating your Toy Library

The Aim is to evaluate the service provided and agree a plan of action to improve the service. This is done by assessing present stage, evaluating what is being offered, researching other facilities in vicinity, considering strategies for improvement and drawing up an action plan.

### Example Evaluation Questions:

1. How old is your Toy Library?
2. Why was your Toy Library started?
3. Does your Toy Library have a management committee?

What are their key responsibilities?

Who is responsible for the day to day running?

4. What service is offered to members?

- lending service
- play sessions
- parents groups
- mobile service
- other

5. How often are you open?

- daily
- weekly
- fortnightly
- monthly

6. How many members use the Toy Library?

- weekly
- monthly
- every session
- occasionally

**7. How many users**

- start
- stay
- fluctuate

**8. What geographical area do your users come from?**

- streets nearby
- estate
- users of clinic
- school
- distance by car
- other

**9. How do your users know about the service/where is it advertised?**

- clinic
- school
- library
- adverts in shops
- home visits
- other methods of publicity

**10. Who has responsibility for publicising the Toy Library?**

How often is your method for publicising the Toy Library reviewed?

**11. How accessible is the Toy Library?**

- excellent
- very good
- good
- fair
- poor

**12. What policy has been adopted to make sure that the Toy Library is user friendly?**

**13. Who is responsible for maintaining stock?**

**14. Is the stock accessible to users?**

- parents
- children
- therapists
- teachers

**15.** How are decisions made about ordering stock? (e.g. do you have a policy about videos?)

**16.** What process is there for identifying

- popular items
- unpopular items

**17.** Are all your staff (paid/unpaid) involved in

- all the decisions
- some of them
- very few

**18.** Are all your staff able to take advantage of training?

What training can they access?

**19.** What other children's organisations/groups are there in your area?

**20.** What link do you have with them?

**21.** Are there any other factors which relate specifically to/are important about your Toy Library?

**22.** Are your original aims meeting the personal needs of your existing/possible members? Can you identify the reasons?

## **Action Plan**

Having reviewed where you are at present, consider further plans.

### **What are you going to do?**

Aims – long term (usually three years) short term (one year)

### **Why is this necessary?**

(Details of research into local and national trends – e.g. Sure Start, Early Years Partnerships, Out of School resources)

### **What resources will you need?**

(Time, People, Skills, Funds, Further training, Information)

### **What plans are needed to get these resources?**

**Who will you need to work with?**

(Who can you ask for help, consultation and information?)

**How long is this plan going to take to put into practice?**

A realistic timescale is vital (Identify stages, interim goals, schedules)

**How can you be sure you are succeeding?**

(Identify how you will measure success)

**Do you need contingency plans?**

(What will they include?)