Because the replacement costs or so high we split them up a little bit. The way we're circulating is the Toniebox with 3-4 characters and separate boxes with 2 Tonies characters. We have not started circulating them yet.

Hi, yes we circulate 2 kits with 8 tonies and toniebox in each kit. We bought bags to put them all in.

Here is the link for the bag we purchased. Each has circulated a couple times each month and we have had them for almost a year.

[https://www.amazon.com/gp/product/B0928XHS9K/ref=ppx\_yo\_dt\_b\_search\_asin\_title?ie=UTF8&th=1](https://www.amazon.com/gp/product/B0928XHS9K/ref%3Dppx_yo_dt_b_search_asin_title?ie=UTF8&th=1)

We just started circulating our tonies and tonieboxes last month and they are incredibly popular. Tonies are checked out seperate from tonieboxes because a lot of people have the boxes already but wanted a bigger variety of characters. Tonieboxes come in a case with the box, charger, and headphones. Tonies are in individual pouches that are barcoded (limit 3 tonies per household at a time).

Hello! We recently added 2 Tonie kits to the collection and they're never here! We bought the Peppa Pig and Disney starter kits. We do want to buy more Tonies in the future. I can see these being extremely popular for those with Tonieboxes at home. There is a Facebook group I recently joined that has been super helpful: <https://www.facebook.com/groups/946033906408222>

I am also adding some instructions that were shared with me by a librarian in Texas. Hope this helps!

**Circulation**

**Boxes:** We circulate our boxes in clear storage bins with lids, these are the ones we buy and they fit the box and charger perfectly (https://a.co/d/i1luRk6). We do not circulate headphones with the boxes, I’ve just seen too many people say they have issues with the box not playing sound out loud after boxes have been used with headphones.

We print this file (we make one for each color box). Print two-sided, then cut in half, and laminate. We taped the picture of the box inside the clear bin and then put the two-sided “About the Toniebox” and “Using the Toniebox” just loose inside the bin. We put the barcode on the lid of the clear bins.

I made this in Publisher and I’m happy to share that file if you’d like!

**Figures:** We circulate our figures in zippered pencil pouches, like this (https://a.co/d/4bFCodM) and we have a keychain attached to the bag with our information.

We store our Tonies in our staff backroom on a metal nail polish rack. For patron view, we have boards up near the front desk with laminated pictures of the Tonies and the barcodes on the back. Patrons just grab the picture they want, bring it to staff to check out, then staff goes and puts the picture where the figure was in the back and basically swaps.

**Circulation Rules:**

Boxes and figures circulate independently, so patrons can check out 1 box + 4 figures, or up to 5 figures at once if they have their own box at home.

Items can be out for one week, and they can renew their items up to two times as long as it is not on reserve.

We are fine free for most things except our “makerspace”/”library of things” items which carry a late fee of $3 per day. We do our best to show grace though and will often waive the first set of late fees and just give a gentle reminder of how to renew.

We do not allow for Tonie figures to be returned in our outdoor book drop in an attempt to minimize the risk of damage. Some of the Tonie figures are a little more delicate (like the princesses who have thin necks) and we just do not want books landing on top of them and breaking them.

Damaged Tonies are treated like any other damaged material, depending on the severity of damages we will either charge a fee or the replacement cost.

**Setting Up**

• Everything is registered in the Tonies app under the library.

• Patrons do not need to access the Tonies app to use the box.

If you are circulating boxes independently from the figures, all figures must be completely downloaded to every box in the collection. Once you’ve downloaded the content to each box, you’ll want to go to the “MyTonies” website or app and mark each figure as “part of my household” so that it remains in your library and does not show up in borrower libraries. If you do not do this, when a borrower places the figure on their own box it will remove it from your collection and you will have to re-download everything again..

Once I’ve downloaded the content to each box, I typically put the box in “Offline mode” and test that everything works correctly. We send the boxes out in “offline mode” so that it does not tell the borrowers “Oops sorry, I need a wireless connection” or something along those lines.

After setting up the box, we remove the serial number/Toniebox ID sticker from the bottom of the box and place it in a safe space. We also put a note on the record with this information that can only be viewed by staff. This keeps users from being able to reset the box.

**How do I put my Toniebox in Offline Mode?**

Going on a camping trip or maybe on an airplane? If you would like to turn off the Wi-Fi capabilities of your Toniebox, you can activate Offline Mode.

**To start Offline Mode, follow these steps:**

1. Turn on your Toniebox and make sure that there are no Tonies or Creative-Tonies on it.

2. Pinch both ears for about 5 seconds until you hear an audio signal and the LED on the Toniebox begins blinking blue.

3. Now pinch one of the ears for about 3 seconds, the blinking blue light will change to a white light and you will hear a voice message letting you know that you are now in Offline Mode.

**To end Offline Mode, follow these steps:**

1. Turn on your Toniebox and make sure that there are no Tonies or Creative-Tonies on it.

2. Pinch both ears until the LED switches from a white to a green light and you hear a voice message letting you know that you are back online!

3. While Offline Mode is active, the Toniebox does not look for Wi-Fi networks to connect to and can only play Tonies or Creative-Tonies that have already been fully downloaded onto the Toniebox’s internal storage. It is also not possible to activate new Tonies or download new content for a Creative-Tonie while in Offline Mode.

Figure 1 Toniebox Insert -- Made in publisher, happy to share file!

Figure 3 Tonie figures "browsing" view for borrowers.

Figure 2 Tonie figure storage, we have another rack beside this one that holds way more! Happy to share links to these if needed.