

Book Club Guidelines 2019

Libraries ACT is pleased to be able to lend this collection of books to private Book Clubs. These titles are only available to registered book clubs.

In order to give all groups access to new and popular titles we aim to allocate at least one of the high demand titles to book clubs requesting them.

There are restrictions on the loan of these books to ensure as many book clubs as possible can make use of this service. Please help us to keep this service operating successfully for all by collecting and returning the books in a timely manner.

All group members are required to read and agree to the Terms of Use for Book Club members:

- **Pickup Dates:** the books will be delivered to the library nominated in the application on either the 1st or 15th of the month, and will be held there for 7 days only from the nominated pick-up date noted in your confirmation letter. Uncollected titles are returned to the Book club office to avoid your Book Club incurring fines.
- **Pickup Instructions:** books will arrive already checked out to the book club for the correct loan period. DO NOT use the self-checker to borrow these books as it will not give you the correct loan period; when picking up your books you need to know the name of your group, the book and the meeting date. Without this information library staff cannot help you.
- **Returns:** The books must be returned within 1-2 days of the meeting to a library return chute – do NOT return books to the pick-up shelf ; books may be returned to the after-hours chute of any branch, either individually or as a group
- **Renewals:** these books cannot be renewed. If you haven't finished reading the book please check the catalogue and request a copy from the general collection.
- **Fees:** the book club members will be responsible for paying fees for overdue, lost or damaged books. Members should let their convenor know the barcode (inside back cover) of the book they borrow and pay any fees incurred if that item is returned late. Book club loans will be restricted if there are any outstanding overdue books.
- **Contact Details:** Book clubs are responsible for notifying the library of a change of contact details and/or convenor, if the club is discontinued, if group numbers change and if the books are no longer required.
- **Meeting Dates:** please note that your meeting dates and titles cannot be changed as the book will have been scheduled across the year to our 170+ book clubs.



Thank you for your help in making this service successful.

Any questions or concerns? Please email library.bookclubs@act.gov.au or call 62059000.

A Tip: Check the list of collect/return dates for the year and note them in your calendar. Please forward the dates to your group so they can do the same.