



**ACT**  
Government

**LIBRARIES ACT**

## Book Club Service Guidelines

1. Please read and familiarise yourself with the [Libraries ACT Membership and Loans Policy](#). Adjustments/variations for Book Clubs are noted below.
2. The Book Club Service is only available for Book Clubs registered with Libraries ACT. You may [register your Book Club](#) at any time.
3. eBooks are subject to availability. Different loan/renewal conditions may apply.
4. Book Club sets are searchable on the [Libraries ACT catalogue](#). You can also [find a list of Book Club sets here](#).
5. Reserve your set at your convenience, with the intention of picking it up within 7-10 days. Any reserved set not loaned out after this period will be returned to the Book Club repository and made available for reservations again.
6. Each Book Club may have two sets out on loan and one on reserve at any one time.
7. Your Book Club convenor will be issued with a membership card for your club. You will need this card to check out the Book Club sets.
8. Each set has 12 copies regardless of the number of members in the club. For Book Clubs larger than 12 members, or that have issues with this, please contact us at [TCCS.LibraryBookClubs@act.gov.au](mailto:TCCS.LibraryBookClubs@act.gov.au) or 6205 9000.
9. The loan period for Book Club sets is **forty-two (42) days**. Renewals for Book Club sets are not permitted. Libraries ACT catalogue system will regard a set as 'returned' only when the set is complete, i.e. all copies are returned. If your club members are not able to return the complete set, please contact us.
10. While there will be no overdue charges for Book Club sets, the charges for damaged or lost items remain in line with current Library policy:
  - [A list of charges is available online](#). They are subject to change each year.
  - You will be charged replacement and administration costs for each item returned incomplete, damaged, or not returned within 28 days of its due date.
  - If you find an item after you have paid replacement and administration charges, please do not return the item to Libraries ACT as no refunds will be provided.
  - Charges cannot be paid by in-kind contributions or donations (e.g. you cannot purchase and provide to Libraries ACT a copy of a lost or damaged book).
  - Unpaid charges are subject to the debt collection policies of the Territory.
  - Partial payment can be arranged with the library's supervisor. The decision on payment amounts is final.
  - We encourage payments to be made online via [Access Canberra online payments form](#).
  - Our staff are not able to waive charges, and are subject to the Financial Management Act 2004.
  - Appeals about disputed charges can only be made under extenuating circumstances, or library error, and evidence is usually required. Not receiving library notices is not considered an extenuating circumstance, or library error.