

## Book club kits information sheet

Kiama Library has now introduced book club kits to support our many local book clubs. Local book clubs can apply for a book club membership card and use this to borrow a set of books for the club for six weeks at a time. Each kit includes 9-10 copies of a particular book, a large print edition where available, and a set of discussion questions. There are around 40 different book kits in the collection to choose from and more will be added in the future.

### Annual membership

Annual membership is great value. A fee of \$200 allows your club to borrow up to 12 kits per year, and we will put the funds towards purchasing new titles to create new kits. Alternatively, your book club can obtain a two-year membership by paying the \$200 annual fee and donating a kit (conditions apply, please contact the library to discuss).

Once you have a full membership, the kits themselves are free to borrow from the library. However, if the kit is returned late or a book is damaged or lost, charges may apply.

### Casual membership

A casual membership fee of \$60 allows your book club to use up to three kits per year. This is a great option for those wanting to trial a full book club membership, or if your book club likes more flexibility with their choice of books. As with the full membership category, charges may apply for late returns or if books are damaged or lost.

### Becoming a member

Any local book club can apply for a book club membership. A book club is considered to be local if it meets regularly within the Kiama local government area, or if a minimum of two book club members are Kiama LGA residents or Kiama Library members.

To become a book club kit member, one of the two designated contact people should bring the completed form into Kiama Library, along with some means of identification, and your group's application fee.

Only holders of a book club membership card can borrow the kits and the card must be presented at the time of borrowing. It is recommended that one of the two nominated contact people for your club keep the card and be responsible for picking up (and returning) the kits. If, however, one of these two people cannot do so, any club member may use the card to pick up a kit on the club's behalf.

### **Choosing a book club kit**

A list of the library's book club kits can be obtained from the library website, or through the library catalogue by typing 'Kiama book club kit' in the search field. Work through the list as a group and decide which titles you'd like to read. Make your selection as large as possible to help us find an available kit for your discussion. Please look for kits which are not currently on loan so that the kit is available for your meeting.

### **Borrowing a book club kit**

Book club kits can only be borrowed using a book club membership card. Ask for the kit at the front desk at Kiama Library. Please note, both borrowing and returning need to be done directly with library staff at the Kiama Library branch during library opening hours, rather than using the returns chute. The standard loan period for book club kits is six weeks, to allow a two-week period for pick-up and return of the kit. However, if your book club meets less frequently and requires a longer standard borrowing period, please contact the library to discuss. It is not possible to renew book club kits, so the group needs to read and discuss the book within the agreed borrowing period.

A book club should read one book club kit at a time. A maximum of two kits can be on loan to a book club to allow a handover period between last month and next month's kits. At your book club meeting, distribute books to club members, keeping a record of which person has which copy using the identifying barcode number on the front cover of each book.

### **Returning a book club kit**

Book club kits must be returned as complete sets. Do not return books out of kits separately. Please do not allow individual book club members to return their kit books separately to the library. Make sure you receive all copies back from members in time to return the complete kit by the due date. Please return the kit to the front desk at Kiama Library. Kits cannot be returned through the returns chute.

### **Overdue, lost or damaged items**

Please endeavour to be available to drop kits back by the due date as kits cannot be renewed. Your nominated contact people will receive a reminder SMS or email if the kit is not returned on time. If you are unable to return your book kit on time for any reason, please contact us so we can work out a solution.

Administration fees may apply to late returns and lost or damaged items. The nominated contact people are responsible for arranging payment of any fines or charges. Your book club may like to discuss in advance how any charges will be paid for. Book club kit members will not be able to borrow if there are overdue kits or outstanding charges.