

Role and responsibilities of the Book Club Coordinator

As book clubs evolve, the role of the coordinator may change. The following is an idea of the kinds of tasks to be performed by the book club coordinator. Tasks may be delegated to other club members, but regular communication with the library is done by the coordinator.

- Maintain a membership list
- Maintain a list of books read by the club
- Ensure a copy of the club rules is available to all members
- Check availability of book selection
- Collect book club sets from the library
- Return complete book club sets to the library, by the due date



Library Branches with Book Clubs

Ballina Library

ballina@rtrl.nsw.gov.au
02 6686 2831

Lennox Head Library

lennox@rtrl.nsw.gov.au
02 6687 6398

Alstonville Library

alstonville@rtrl.nsw.gov.au
02 6628 5527

Byron Bay Library

byron@rtrl.nsw.gov.au
02 6685 8540

Brunswick Heads Library

brunswick@rtrl.nsw.gov.au
02 6685 1816

Mullumbimby Library

mullumbimby@rtrl.nsw.gov.au
02 6684 2992

Lismore Library

lismore@rtrl.nsw.gov.au
02 6621 2464

Murwillumbah Library

Murwillumbah@rtrl.nsw.gov.au
02 6670 2427

Book Clubs

at the Library!

The role of the book club coordinator

*Everything
you need to know
to run a book club
at the library.*



Book club responsibilities

Book clubs must:

1. Apply for Book Club membership with RTRL
2. Check the availability of, reserve, and collect book club sets for your meetings
3. Return the complete book club set (in good condition!) by the agreed due date—partial sets will not be accepted for return
4. Abide by the membership rules of Richmond Tweed Regional Library



Responsibility of book club members

You must:

1. Commit to attend book club meetings. Life events are taken into account for missed meetings but please let your club coordinator know if you're unable to attend.
2. Return books to the club coordinator (in good condition!) by the agreed due date
3. Agree to replace or pay for any items that are lost or damaged

Book club members may be given additional responsibilities— as defined by the individual book club.



Responsibility of the library (RTRL)

The library must provide online resources for book clubs, including links to library resources and online information. We must make available for loan, book club sets which contain ten copies of an individual title for a loan period of six weeks.

We must also consider for purchase, titles suggested by book clubs who are members of Richmond Tweed Regional Library. We must permit use of a library meeting room/space for book club meetings, provided the space is available and has been arranged prior to the meeting date.

