



Information for Book Clubs

Who is responsible for what?

- The Library :
 - Provide online resources for Book Clubs including, links to Library resources and online information.
 - Make available for loan Book Club Sets containing 10 copies of a selected title for a period of six weeks.
 - Consider for purchase titles suggested by Book Clubs who are members of RTRL.
 - Permit use of library meeting rooms/space for Book Club meetings, with prior arrangement and according to availability.
- The Book Club :
 - Nominate a coordinator and apply for Book Club membership with RTRL.
 - Check the availability of, reserve and collect Book Club sets for your meetings.
 - Return the complete Book Club set in good condition, by the agreed due date – partial sets will not be accepted for return.
 - Abide by the membership rules of Richmond Tweed Regional Library
- Book Club Members :
 - Commit to attend Book Club meetings.
 - Return books to the Book Club Coordinator in good condition by the agreed due date.
 - Agree to replace or pay for any items that are lost or damaged.
 - Any additional responsibilities, as defined by the individual Book Club.

Tasks of the Book Club Coordinator

- Maintain membership list.
 - Maintain list of books read.
 - Ensure a copy of club rules is available to all members
 - Check availability of Book Club Sets.
 - Collect Book Club Set from library.
 - Return complete Book Club Set to the library by the due date
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