

How to borrow book group sets

A guide to borrowing book group sets from West Berkshire Libraries

What is a book group set?

Our book group sets are made up of ten books of the same title. For example, ten copies of 'One Day' by David Nicholls. We lend these sets to book groups so their members can read the same book at the same time. The book group sets are issued for six weeks.

Subscription charge

In order to use our book group sets lending service each book group will need to subscribe first. Subscriptions are currently £27 per group per financial year and you will be asked to pay the charge the first time you borrow a book group set after 1st April.

Contact Person

You will need a contact person for the book group to join the library with a special book group membership. The contact will need to come into a library with proof of address and fill out an application form. We will then give your contact a book group library card and PIN. Your contact will need to pay the subscription charge before they can borrow any items for the group.

This contact person will be responsible for the borrowing and returning of the book group sets. They will also be responsible for your library card. If a card is lost or stolen, they will need to notify the library as soon as possible to prevent anyone else using it. Replacement library cards cost £3.00 and replacement books will be charged according to their cover price.

What can I borrow?

We have a list of all the book group sets you can borrow. This can be found on our website:

www.westberks.gov.uk/bookgroups

Or ask in any library and we can show you a copy of the list.

Please note: you can only borrow book group sets on your book group library card, no other items. Sorry, we are unable to supply multiple copies of a title if it is not a set. Please tell us if you have a suggestion for a new book group set - we consider them at regular intervals and buy new sets throughout the year.

How can I borrow them?

As we support over 50 book groups, there is a chance that the set you want will already be on loan to another group. We find it works best if you identify a number of different book group sets you would like to borrow. We can then try to provide you with something for the next meeting, even if it

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is not your first choice. If your first choice is not available we can reserve it for you, but we cannot guarantee when it will be available as we rely on other book groups returning their sets promptly.

Unfortunately we can't take advance bookings for book group sets. Reservations for sets work in the same way as normal library reservations: if you reserve a book group set and it is available, it will be allocated to you and you will have 10 days to collect it. If the set is available and you do not require the set that soon, please wait before reserving it.

If the set is on loan, you can still reserve it. When it is available for your group we will notify you and you will have 10 days to collect it. You can collect a book group set from any West Berkshire library. Please let us know where you would like to collect it when you make your reservation.

You can check what is available or reserve items by using the online catalogue or by contacting us (contact details at the end of this guide). For more information on using our online catalogue to check for book group sets, please see the 'Reserving book group sets' guide.

You will need to borrow all the copies in the set at once and return all the copies together as well. This makes it easier and quicker for us to move the set to the next book group when ready.

If you have overdue items, you will not be able to take out any more sets until they are returned or a replacement charge is paid for lost copies.

Renewing book group sets

Our book group sets are issued for six weeks but you can renew them if no other book group is waiting for them. You can only renew whole book group sets. If you have a couple of copies outstanding from a previous set you borrowed, we will not renew these. You cannot renew a book group set using the online catalogue, so if you want to renew a book group set please contact us.

Returning book group sets

You can return book group sets to any West Berkshire library. Please return all copies in a set at the same time.

We do not charge fines on overdue book group sets, but in order to keep the sets available for everyone we would appreciate them being returned promptly or renewed. If a copy is lost or damaged beyond repair you will be charged the replacement cost of the book.

Contacting us

There are a number of different ways to contact us if you have a query about book group sets:

- visit Newbury Library in person

- phone Newbury Library on 01635 519900 (We may need to take your details and phone you back)
- email library@westberks.gov.uk