

## Guidelines for Library Book Groups



- Welcome to the Book Group which will meet on the 1st/ 2nd/ 3rd/ 4th Tuesday (or appropriate day) at this time every month.
- To access the full range of library resources, library Book Group members need to be a member of Inverclyde Libraries. To join, please speak to a member of staff.
- Groups must appoint a named contact to liaise with library staff. Co-ordinator contact details should be given to the Library Supervisor as soon as possible.
- A choice of books will be provided for the first meeting.
- The Book Group Collection titles list will be given to all book group members.
- Book Groups can choose from either the Book Group collection of multiple titles (so group all reading the same title) OR choose reading material by theme/ author from entire library collection.
- The group may choose to read books which come in a variety of formats (large print, audio, eBooks, eAudio) if required and/or available. **Please note for eBooks and eAudio, Book Group members will need their own electronic device to access these resources.**
- Information about title formats are available on the Book Group Collection list OR ask staff if you need help to find books in different formats within the library or to use the Online Catalogue.
- Reading material for the next meeting should be identified at each meeting and passed on to staff by the co-ordinator. The titles will be reserved and made available for the following meeting.
- Books to be returned to the library at each group meeting and the next title collected by each group member.
- If members can't attend they should return the title when possible or at the next meeting. There will be no fines for materials used at the Book Groups. Please refer to the SLA about other potential charges.
- We may occasionally consult with the group regarding stock selection, library events and feedback.
- Should cancellation of any meeting be necessary we will contact Book Group members where possible.

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## Working Together as a Group

- Introduce yourself to the group
- Discuss what the aims of the group are
- Make a group agreement. Examples of things to include are:
  - > Confidentiality
  - > Respect for each other
  - > Respect for other library users
  - > Give everyone the opportunity to contribute
  - > Listen to the views of others
  - > Timekeeping
  - > Communication
- The group agreement should be signed (initialled) at each meeting

**Please contact library staff if you have any questions.**

**Thank You!**

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