

## Kiama Library book club kits

### Frequently asked questions

#### **How many kits can we borrow at one time?**

A maximum of two kits can be on loan at any one time – the kit your club is currently reading and the kit you are about to use. The second kit allows easier changing over of kits from one meeting to the next.

#### **How can I find out which kits are available?**

The best way to find out what sets are available is by searching on our online catalogue. Simply enter 'Kiama book club kit' into the search box at the top of the catalogue screen and click the search button. Once you reach a list of results, the brief record will tell you if the kit is available.

#### **Who can collect the kits?**

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 dropping off) the kits. If, however, one of these two people cannot do so, any club member in possession of the card, can pick up a kit on the club's behalf.

#### **Is it possible to collect or return kits at the Gerringong branch?**

It is not possible to collect or return book kits to the Gerringong Library branch. All book kits must be dropped off and collected from the Kiama Library branch during opening hours.

#### **How long is the loan period?**

The standard kit borrowing time is six weeks. This allows you a little extra time, assuming you meet monthly, to pick up the new kit before a meeting and return the last kit after your meeting. If your club meets less frequently (such as once every six weeks, for example), it may be possible to arrange a longer standard loan period when you set up your membership.

#### **Can we renew the loan?**

No, book club kits are not renewable. In order to keep the kits turning over and to allow as many book clubs as possible to get the kit they want to read, standard loans are limited to six weeks with no renewals.

#### **Is there a fee if the kit is returned late?**

If you are unable to return your book kit on time for any reason, the first thing you should do is contact us so we can work out a solution. An administration fee may be charged for kits that are returned late without notice.

## **What if our usual contact person is away and can't collect the kit for our next meeting?**

While it is best to have a single person responsible for collecting and returning kits, there will always be times when the usual person is unavailable. In these instances, another group member can collect the kits, as long as they are in possession of the club's card.

## **What if our nominated contact person leaves the book group?**

Over time, membership of your book club may change. In the case of new library contacts, the new person needs to advise library staff and provide the book club membership card along with some means of identification for themselves. Any outstanding charges should be cleared first.

## **What if one of the items issued to us in the kit has been misplaced?**

If this situation arises, the first thing you should do is come and speak to us so we can work out a solution. We may be able to extend the due date to give you time to find the missing item or, alternatively, the book club might elect to pay for the missing item. Please keep in mind that each book club can still only have 2 kits on loan at a time.

As the library does not keep contact details of your club's members, the nominated contact person/people for the club should do their best to contact the member who misplaced the item and ask them to look for it and return it. It is the responsibility of the contact people to ensure that all books issued on the club's membership card are returned in good condition by the due date so if a book goes missing, or you haven't returned the kit on time, the contact people will receive a notice via email.

## **What if one of the books issued to us in the kit has been damaged?**

If this situation arises, the first thing you should do is come and speak to us so we can work out a solution. Staff can assess the damaged item and let you know if the item is still suitable for use or not. If an item is deemed to be unsuitable for continued use, the standard replacement charges will apply. It is the responsibility of the contact people to ensure that all fees charged to books club's membership card are paid.

## **What if the plastic box housing the kit has been damaged?**

If this situation arises, the first thing you should do is come and speak to us so we can work out a solution. Staff will assess the nature of the damage and whether the box is still suitable for use or not, and will let you know if any replacement charges apply. It is the responsibility of the contact people to ensure that all fees charged to books club's membership card are paid.

## **What donations do you accept for a two-year membership?**

Donating multiple copies of a title your book club may have previously read is a great way of obtaining a bonus twelve-months' membership for your club. If you have 8-10 copies of title you think may be suitable, please bring them in to the library and we'll assess them to see if they are suitable for our book club kit collection. In general, the donation must be of a title not already held in the book club kit collection, it must have potential interest or appeal for other book clubs, and items must be in as-new condition and in a similar style format where possible. Please note, small format editions (e.g., 110 x 175 mm) are not accepted. If you are thinking of

purchasing books specifically for donation, please check with the library first to ensure the title is suitable for the collection.

### **What if some members of our book club prefer to read large print or e-book editions, or listen to audio books?**

In addition to eight standard edition copies, we have included a large print edition in our book kits wherever possible, and in some cases an audio book edition too. We have also noted on the list of book club kit titles, which can be found on our website, where e-book and e-audio editions are available through our online databases.

### **Can our book club make suggestions for purchase for new kits?**

Yes, we welcome any suggestions and feedback you have about our kits and how we can improve our service. We purchase several new kits each year, based on suggestions from our library book clubs, library patrons, library staff members, and media and online reviews.