



Book Club FAQs

The Book Club Sets collection

Q. How many Book Club Sets can we reserve at one time?

A. You may reserve up to five (5) Sets at a time on a Book Club Coordinator card. However, you can only borrow two (2) Sets at a time, the Set your Club is reading, or has just finished reading, and the Set you are about to read.

Q. How many Book Club Sets and how many Book Clubs do we have?

A. Moreton Bay Region Libraries has about 258 Book Club Sets, shared between about 167 Book Clubs. These figures do change constantly, as sets are purchased or deleted and more Book Clubs are formed or dissolved.

Q. Who chooses the Book Club Sets?

A. All Book Club Sets purchased are suggested by Moreton Bay Region Libraries' Book Club members. In the event that Book Clubs have not suggested enough titles to fill the order, additional titles will be selected by the Reader Services Librarian.

Q. How does my Book Club recommend titles to add to the collection?

A. New Sets are added to the collection around 4 times a year. You can suggest Sets for purchase at any time, using the [online form](#), or by giving the suggestion to the staff at your local library.

Q. Do you have a list of Book Club Sets I can look at?

A. The best way to find out what Sets are available, is to visit our Book Clubs [webpage](#) which has links to lists of new Book Club Sets and full lists of all Sets.

Borrowing Book Club Sets

Q. Who can borrow Book Club Sets?

A. Only holders of a 'Book Club Coordinator' card can reserve and borrow Book Club Sets.

Q. How do I change the PIN on my Book Club Coordinator card?

A. Log into your account with the current PIN. Click on the 'Personal Details' tab, change your PIN and click update. If you have forgotten the PIN, see the staff in your local library.

Q. How many Book Club Sets can I borrow?

A. Each Book Club Coordinator can have two (2) Book Club Sets on loan at any one time, the Set your Club is reading or has just finished reading, and the Set you are about to read.

Q. Why can I only borrow two Sets at a time?

A. To ensure each Book Club is able to borrow a Book Club Set for their meeting, borrowing is limited to only two Sets per Club.

Q. Why doesn't the Library Service purchase more Book Club sets?

A. Book Club sets cost between \$200 and \$400 each. The Book Club Set collection, as with all collections, is assigned a budget amount per year. Each year we purchase over 30 new Sets.

Q. Why is the Book Club Set loan period 6 weeks?

A. The six (6) week loan period allows you a little extra time to pick up the Set before your Book Club meeting and to return it after your meeting, while keeping the Sets turning over and allowing as many Clubs as possible to get the Set they want to read.

Q. What if no one else has reserved the Set? Can I extend the loan?

A. If there is no other reservation on the item, you may extend the loan for another 6 weeks. Please keep in mind that each Book Club can still only have 2 Sets on loan at a time.

Q. One of the books issued to us in the Book Club Set has been misplaced. What should we do next?

A. It is the responsibility of the Book Club Coordinator to ensure that all books issued on the Book Club membership card are returned in good condition by the due date.

If this situation arises, the first thing you should do is come and speak to us! Our staff will be happy to work out a solution with you. Most often the solution is for us to extend the due date to give you time to find the item, or to replace or pay for the missing item. An incomplete Set will not be accepted for return.

As the library doesn't keep contact details of your Club's members, the Coordinator of your Club should contact the member who misplaced the book and ask them to look for it and return it to the Coordinator.

If a book goes missing or is damaged and you haven't returned the Set on time, the Coordinator will receive an overdue notice about the Set. After two overdue notices have been sent (when the Set is 7 days and 14 days overdue), they will receive Lost Notice (at 28 days), which includes a bill for the cost of the entire Set. The Set will remain on the Book Club Coordinator's card until the matter is resolved.

If the Book Club Coordinator is unable to get the missing book back to us, we can send a bill to the individual Book Club member responsible for the lost or damaged book. The Coordinator will need to supply us with the contact details of the member who lost or damaged the book, so we may pursue the matter with them directly.

Q. Am I able to print a list of all the Book Club Sets our Club has had in the past?

A. Yes. Log into your account on the library website. Click on the "previous loans" link under the History menu at the bottom of your account. A list of the Sets you've borrowed and the dates they were borrowed and returned will be generated on screen.

Q. Can you help us find new members for our Book Club?

A. Yes. We are often contacted by people wanting to join a Book Club. Let the staff in your local library know you are looking for new members. They'll note the day, time and area/suburb/place you meet on the computer system. When we're approached by someone wanting to join a Club, we can search this information and find a Club to suit them. We will then send you the potential member's contact details, so you can contact them and have a chat about your Club. We never give out your personal details to potential members.

Q. I want to join a Book Club. Can you help me?

A. There are usually some vacancies in our Book Clubs. Library staff are able to access a list of these vacancies, so let the staff know what area, day and time (i.e. day/evening) you would like to attend a Book Club. The staff will then search the list and will pass your name and contact details on to the Coordinator of the Book Club with vacancies. The Book Club Coordinator will contact you to have a chat about the Club so you can both ascertain if the Club is right for you.

Reservation of Sets

Q. Why isn't the Book Club Set I reserved here in time for my meeting? The computer says it was due back 3 days ago!

A. A reminder email is sent to the Book Club who has the Set on loan 3 days before the due date. We rely on Book Clubs to return Sets on time, but if they are returned late the item will not be available for your Book Club to borrow. As soon as the item is returned it will be forwarded to your library of choice for pick up.

Q. How can I make sure the Book Club Set I've ordered is available when I want it?

A. We rely on Book Clubs to return Sets on time, but if they are returned late the item will not be available for your Book Club to borrow. Most branches hold some Book Club Sets on site so you can choose from them if your requested Set hasn't been returned on time, or you could reserve a Set that is not out on loan, as it can be delivered straight to your library. If the Set you've requested hasn't come in, you might consider these options:

- **Bring along current reading:** Each member brings along their current reading material and shares it with the group. This is an opportunity to broaden your knowledge of different types of reading material, learn more about each other and maybe find a new favourite author!
- **Borrow books on a selected theme from the library's main fiction collection:** A theme such as travel, war, coming of age, etc may be nominated. Each member discusses the material they read related to the theme. This topic lends itself to discussion of social representation, symbolism and comparisons.
- **Borrow books in a selected genre from the library's main fiction collection:** All members read a book in a certain genre, eg historical fiction, fantasy, etc. Our staff can give you some ideas of authors in particular genres.
- **Borrow titles by a selected author from the library's main fiction collection:** A different book by the selected author is read by each member of the group. Discussion may relate to biographical influences, comparisons of the books.

Libraries

Q. When should I reserve the Book Club Set we want for next month, to make sure it's here when I come in?

A. We rely on Book Clubs to return Sets on time, but if they are returned late the item will not be available for your Book Club to borrow.

We suggest placing your reservation at least 3 to 7 days before the date you need to pick it up, to allow time for it to be located at the home branch and couriered to your pick up library.

If the Set shows as available on the computer, you should make your reservation no more than 14 days before you want to pick up the Set, as we only hold reservations for 14 days.

Q. I've been contacted by the Library, saying that the Set I reserved is available, but my Book Club meeting is not for another 2 weeks. If I pick up the Set now, it'll be overdue by the time my Club has read it and is ready to return it.

A. When a reserved Set comes in for you, we will hold it for 14 days. If you can't make it in to the library in that 14 day period, just call the library. Staff will be able to add a couple of extra days to the hold period for you, if the Set is not in high demand.

Q. Is the online catalogue accurate about the Book Club Sets that are available?

A. Returns and loans are updated in the catalogue in real time, so the online catalogue will always show the up-to-the-second current status of Sets.

Q. It says there are two reservations on the Set that I want to borrow for our Book Club. How long will it be until it becomes available?

A. While we can't predict exactly when a Book Club Set will be available, a good rule of thumb is that each loan will take 8 weeks (6 weeks of the actual loan, plus 2 weeks courier and collection time). So, if there are 2 reservations on an item, count 16 weeks from the due date showing on screen and assume that as an approximate available date.

Q. What does it mean when it says a Set is "on reserve shelf"?

A. That means it is waiting for a Book Club to pick it up. It will likely not be available for loan to your Club for around 8 weeks (6 weeks of the loan and up to 2 weeks hold/pick up period).

Q. How long will the Book Club Set take to reach our library?

A. We run a courier service between our library branches daily, so the delivery time should only be two to three days at most. Of course, if unforeseen circumstances arise, it may take a little longer.

Q. I am the Book Club Coordinator, but will be away on holidays when our next meeting happens, what should I do?

A. Your Club will need to select someone else to be responsible for picking up and returning your Book Club Set for that month. Any member of the Club can do this – they just need to bring along the Book Club Coordinator card.

Libraries

Q. Are we able to reserve a certain Book Club Set in advance for a specific month?

There are a few ways of trying to do this:

Suspended reservations: After reserving the Set, sign into your account and click on 'Reservations not yet available'.

Tick the box next to any items you wish to edit and click the Edit Reservation button.

Add a suspension date. Setting a suspension date for your reservation will keep you progressing in the item reservation queue but not complete your reservation request until after the date selected. This will not guarantee the Set is available for you on that date, as another Club may borrow it before your reservation is filled.

2. **Not Required After date:** You may reserve a Set, and set a date for the reservation to expire if it hasn't yet been filled. Put the date in the "Not required after" field of the reservation screen.

While neither of these methods are a guarantee that you will get the Set on the day you want, they can be helpful in managing your reservations. If you'd like to explore the use of suspended reservations or reservation end dates, speak to the staff in your local library, who will be able to demonstrate and offer suggestions about these options.