



## Book Club Agreement

The Le Mars Public Library is happy to promote reading by supporting local book clubs in the following ways:

- Obtain and reserve enough books for each member of your book club.
- Attempt to obtain books in multiple formats when requested (large print, audiobooks, eBook, audio download etc.)
- Provide a convenient place for book club members to pick up their copy of the book club pick.
- Request a special due date from lending libraries that will coincide with your club's meeting date.
- Offer the library's meeting room as a place to host your book club.

### Book Club Procedures

1. The facilitator of your book club will need a Le Mars Public Library Card in good standing.
2. Book club members who are not Le Mars Public Library patrons will need to obtain a library card to check out a book club book.
3. The facilitator should register their book club by filling out the registration form.
4. Pick a name for your book club. Book club titles are held at the desk under the book club's name so please make sure to share the name with all the members of your club.
5. Book club services are provided to book clubs in the city of Le Mars and rural Plymouth County.

### Book Club Guidelines

Requesting book club copies uses library resources (postage, staff time to locate items, send requests, record transactions and then pack items to be returned, etc.) Following a few guidelines will help the library streamline the process.

- Titles should be at least a year old and not a current "bestseller". Other libraries will not lend new books or high demand books.
- The library will need your book selections 2 months prior to the discussion. For example: March 1 book club title will need to be to the library by January 1. If you can provide a list of books for several months at a time, that is ideal.
- Once the title is submitted, it cannot be changed unless the library staff cannot locate sufficient copies from Iowa libraries. If this happens, the library will contact the facilitator as soon as possible.
- If the book club facilitator leaves, a new facilitator will need to update the club's registration form.
- It is helpful if your book club can find a title on the State Libraries **Multiple Copy List** when possible. The library will try to request these sets to minimize costs.

<https://www.statelibraryofiowa.org/ld/k-p/multiple-copies>

- The library reserves the right to add \$3.00 charge to the facilitator's account for book club copies that are not picked up.
- The library reserves the right to deny or stop service to a book club if necessary.

(12/5/2018)

*Monetary donations to offset the costs are appreciated.*

*A request for exceptions to these procedures can be submitted in writing to the Le Mars Public Library Board and it will be considered at the next regular monthly meeting.*

## Book Club Registration Form

Book Club's Name \_\_\_\_\_

Facilitator's Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

When does your book club meet? \_\_\_\_\_

(ex: 2<sup>nd</sup> Thursday of the month.)

How many copies & in what formats will your book club need on a monthly basis?

\_\_\_\_\_ Regular Print

\_\_\_\_\_ Large Print (if available)

\_\_\_\_\_ Audio CD (if available)

\_\_\_\_\_ eBook on Bridges (if available)

\_\_\_\_\_ Audio Download on Bridges (if available)

Example:

5 Regular Print

1 Large Print

1 eBook