

## RIVERINA REGIONAL LIBRARY BOOK CLUB POLICY

<b>POLICY REFERENCE NUMBER:</b>		<b>POL/RRL 011</b>	
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2	January 2018	June 2018	March 2018
This document is to be reviewed annually.			
<b>RESPONSIBLE DIRECTOR</b>		Robert Knight, Executive Director RRL	

### 1. INTRODUCTION

The Riverina Regional Library Book Club (RRL Book Club) is for library members who would like to lead or join a book club across any one of the 10 local government areas served by RRL, those being the shires of Bland, Coolamon, Federation, Greater Hume, Cootamundra-Gundagai, Junee, Leeton, Lockhart, Snowy Valleys and Temora.

#### 1.1 Policy Objectives

The purpose of this policy is to clearly outline the guidelines for RRL Book Club members in relation to membership, entitlements, obligations, and responsibilities.

#### 1.2 Scope of Policy

This policy applies at all RRL branch libraries.

#### 1.3 Definitions

- Riverina Regional Library branch libraries include:  
Adelong, Batlow, Bland, Coolamon, Cootamundra, Corowa, Culcairn, Gundagai, Henty, Holbrook, Howlong, Jindera, Junee, Leeton, Mulwala, Talbingo, Temora, Tumbarumba, Tumut and RRL Mobile Library.
- Member councils are councils that are signatories to the RRL Deed of Agreement.

- An item is considered “**damaged**” when an item is returned in such condition that the item is unable to be returned to lending stock and requires the purchase of a replacement copy. Examples of damaged stock include: mutilation of the item(s); despoiled by graffiti, spilt liquids or soiled from food stuffs; and incomplete, as is the case where integral parts of the item are missing.

## 1.4 Legislative Context

RRL operates under the [Library Act 1939](#) and the [Library Regulation 2018](#).

## 1.5 Related Documents

RRL Fees and Charges Schedule

RRL Membership Policy

## 1.6 Responsibilities

Riverina Regional Library members, RRL staff and branch library staff are responsible for abiding by the intent of this policy. The RRL Book Club Policy is available to the public via the [RRL website](#).

## 1.7 Reporting Requirements

This policy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022 with a full policy review undertaken every four years in line with Local Government procedures. Progress of policies will be reported biannually.

## 1.8 Approval Arrangements

Approval arrangements will be undertaken through the RRL Advisory Committee approval process.

## 1.9 Review procedures

This policy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022.

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## 2. POLICY CONTENT

### 2.1 General Principles RRL Book Club Policy

#### 2.1.2 Overview

- Groups of up to ten people wishing to get together once a month to share their love of reading with others are invited to form a club and nominate a group leader.
- Each group can have up to 10 members with a suggested minimum of six.
- Fees: \$400 (including GST) for membership and administration per club to be paid by January and covers the group until the program concludes in November each year.
- Clubs provide their own venues.
- Ten book club kits will be available to each group with clubs meeting monthly from February to November. The book club program offers a large range of titles including fiction and non-fiction. Book Club members are encouraged to suggest new titles.
- Completion of the registration form binds all club members to the **Riverina Regional Library Book Club Policy**
- Registration fees are not refundable.
- Replacement fees are not refundable. If a lost book is subsequently found, the \$40 fee is not refundable, but the member may keep the book.
- Residents wishing to form or join an existing RRL Book Club can register their interest with RRL Book Club Co-ordinator or by visiting or telephoning their local library.

### 2.2 Policy Criteria

#### 2.2.1 Membership

- The Book Club program is available to members of the Riverina Regional Library (RRL). For non-library members, joining is easy and free for residents, simply visit the nearest branch of the Riverina Regional Library and provide proof of current residential address.
- Each club is to be made up of a maximum of ten (10) members. A minimum of six (6) members is recommended. A group leader must be nominated and will be responsible for liaising with the library or RRL Coordinator and collecting and returning all book kits by the due date. The group leader is also responsible for collecting annual membership fees and ensuring that all book club members have paid their fees. If a club wishes to have more than 10 members, they are responsible for locating additional copies of the books.

## **2.2.2 Membership Entitlements**

- Members of the RRL Book Club program are entitled to borrow up to ten (10) different book club kits per calendar year. The funds raised through membership fees will help to finance additional book club kits.
- Titles will be selected by the library according to availability. Title requests will be taken into consideration and honoured where possible.
- The library will provide tips on running a successful book club.

## **2.2.3 RRL Book Club Kits**

- RRL Book Club Kits comprise 10 copies of the same title together with background notes and discussion questions. Where available, kits may also contain a DVD and/or talking book version of the title.
- Book club kits are issued under one club membership card, which will be issued to the nominated RRL Book Club leader upon registration and payment of RRL Book Club membership fees.
- A range of titles will be offered including fiction and non-fiction. RRL Book Club members will be asked to make suggestions for future book purchases each calendar year.
- The library welcomes these suggestions but cannot undertake to purchase every title suggested.

## **2.3 Membership Obligations**

### **2.3.1 Fees and Charges**

- Annual memberships or renewals commence at the end of the previous calendar year. Clubs who join the service during the year will have their fees charged at a pro-rata rate.
- Annual membership fees are:
  - \$400 (including GST) per book club for membership and administration (background notes and discussion questions, processing of the books, transport, and handling of book kits around RRL branch libraries),
  - Fees will be reviewed on an annual basis.
- Membership fees are to be paid prior to collection of the first book club kit. Fees can be paid by cash, EFT, cheque or money order. Payments will be accepted at the circulation desk of your local the library branch. Cheques and money orders are to be made payable to the club's local council.

### **2.3.2 Loan Period**

- The Loan period for book club kits is six (6) weeks. Book club kits must be returned on time by the due date with all titles intact or Riverina Regional Library late fees will apply.
- No club can have more than two kits on loan at any one time.

- If Book Club members have not finished reading their designated book by the end of the loan period and wish to do so, they may be able to borrow the same title from the library's lending collection.

### **2.3.3 Late, Damaged or Lost Books**

- The nominated Book Club leader is responsible for following up any late books. If books have been lost or damaged, full replacement cost must be paid before the next Book Club kit is issued. The replacement cost for RRL Book Club books is \$40, which covers GST, postage, and processing costs. The kit should be returned as soon as possible, with the replacement fee.
- In the event of lost or damaged books, Book Club members should notify their club leader as soon as possible so appropriate arrangements can be made. When a book is lost the club leader will inform the member of the cost of replacing the book. Replacement books will not be accepted in lieu of payment. Damaged books may incur penalties for the club. Penalties may include loss of membership privileges.

### **2.3.4 RRL Book Club Leader Responsibilities**

- Co-ordinating the Book Club – venue, meeting time and members.
- Collecting membership fees from each member in their club.
- Collecting and returning book club kit from your local library or RRL Administration Centre, using the club card.
- Ensuring that all parts of the book club kits are returned on time and that the fees for lost or damaged books are paid.

## **Amendments**

Amendments to this policy in relation to operational matters may be made with the approval of the Executive Director RRL.

## **3. References**

New South Wales Government Legislation, [Library Act 1939](#)

New South Wales Government Legislation, [Library Regulation 2018](#)

Riverina Regional Library, [RRL Fees and Charges Schedule](#)