

Book Club Registration Form

Completed forms can be returned to any City of Parramatta Libraries branch or emailed to parrareads@cityofparramatta.nsw.gov.au

PLEASE USE BLOCK LETTERS AND BLACK/BLUE PEN.

Conditions of Use

In registering to use the City of Parramatta Libraries Book Kit Service, all persons responsible for registering their book club must agree to the following terms & conditions:

- Only book clubs registered with City of Parramatta Libraries can borrow Book Club Kits.
- Each registered club must nominate a person to be their coordinator, plus one person to be a back-up contact. Both persons are required to be a City of Parramatta Libraries member.
- Book clubs agree to contact the Library if the club coordinator or back-up contact leave the club.
- All book clubs must nominate a name for their club.
- The Book Club Kit and all of its contents must be borrowed and returned as a complete set to City of Parramatta Library Staff during Library opening hours.
- Clubs agree to the prompt return of Book Club Kits on or before the due date.
- All book club members are responsible for the payment of any fees and charges for stolen, lost missing or damaged items.
- Book clubs are required to pay an annual subscription charge of \$50 per club to access City of Parramatta Libraries Book Club Kit Service. This fee is due in February each year.
- Payment of the annual charge entitles the registered book club to borrow any available Book Club Kit from the current kit list. If the book club wishes to read a title not that is not a book kit. City of Parramatta Libraries will arrange Inter Library Loans, if available, on behalf of the book club at no charge (limit 4 Inter Library Loan titles per year per book club).
- Book Club Kits cannot be renewed or reserved and can be borrowed for up to six weeks.
- Book Club Kits contain 10 books plus discussion questions (where available), if additional copies or alternate formats are required, please indicate below.
- A maximum of 2 kits can be on loan to each book club at any one time.

Name of Book Club

Number of members

Minimum number of copies required?

Alternate formats required, if any; please circle.

Large Print
eBook

Talking Book
eAudiobook

Book Club - Main Contact

Please nominate one City of Parramatta Libraries member to be responsible for the collection and return of all items borrowed and to be sent any communications, on behalf of your book club.

I wish to use the City of Parramatta Libraries Book Club Kit Service. I will make good the loss of, or damage to, any item borrowed on the authority of my membership; pay any charges incurred; and notify any change of address; I agree to all the rules and regulations of the City of Parramatta Libraries.

First Name **Last Name**

Address

Library Card **Phone**

Email **Signature**

Book Club - Main Contact

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First Name **Last Name**

Address

Library Card **Phone**

Email **Signature**

Title Submission Form

Discuss as a group and decide which titles you would like to read.

PLEASE FILL OUT ALL SECTIONS

Date Submitted -

Name of Club -

When does your club meet? -

Collection/Meeting Library -

PICK UP & RETURN SCHEDULE OF BOOK CLUB KITS

The book club kits will be available to collect from your nominated library three days prior to your meeting date. Old kits are due for return within three days after your scheduled meeting.

	Pick Up Date	Return Date
January	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>

Title Selection

Please keep in mind the following when selecting titles:

- Each club should select up to 12 PRIORITY titles and 6 BACK UP titles.
- Only 3 NEW KITS may be included in title selection.
- A limit of 4 Inter Library Loan requests per year will be accepted. Please avoid choosing recently released titles (published within the last 2 years) and older and obscure publications as these can be difficult to source.

Priority Title Selection

	Title	Author
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Back Up Title Selection

1		
2		
3		
4		
5		
6		