

Book Club Registration Form

Club Details

Name of book club:	Number of members?
When does your book club meet?	
Preferred collection Library?	

Applicants Details (1) – Book Club Coordinator (Primary Contact)

Name:	Library Card Number: W	X
Email:	Contact Number:	
Address:		
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; notify any change of address; I agree to all the rules and regulations of the City of Parramatta Libraries.		
Signature		

Applicant Details (2) – Secondary Contact

Name:	Library Card Number: W	X
Email:	Contact Number:	
Address:		
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; notify any change of address; I agree to all the rules and regulations of the City of Parramatta Libraries.		
Signature		

Email to bookclubs@cityofparramatta.nsw.gov.au or return to any City of Parramatta Libraries branch.

Book Club Kit Conditions of Use

In registering to use the City of Parramatta Libraries Book Club Kit Service, all applicants must agree to the following conditions of use.

Book Clubs

- Only book clubs registered with City of Parramatta Libraries can borrow Book Club Kits.
- Each registered book club must nominate a person to be their main contact, plus one person to be a back-up contact. Both persons are required to be members of City of Parramatta Libraries.
- Book clubs agree to contact the library if the club coordinator or back-up contact leave the club. Any replacements will be required to sign and agree to the 'Conditions of Use'.
- All book clubs are required to have a unique name.
- Book Club Kits must be borrowed and returned as a complete set to City of Parramatta Libraries staff during Library opening hours; 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.

Membership Entitlements

- Book clubs are entitled to borrow up to twelve (12) book club kits each calendar year.
- Payment of the annual membership fee entitles registered book clubs to borrow any available title from City of Parramatta's current book club kits.
- If the book club wishes to read a title that is not part of City of Parramatta Libraries book club kit collection, City of Parramatta Libraries will arrange an Inter Library Loan on the book clubs' behalf. No extra charge applies however, a limit of two (2) Inter Library Loan titles per year per book club is set.
- Book club kits will be allocated to each book club based on the titles they select. We will do our best to ensure all book club receive their priority preferences.
- Book club membership fees are used to purchase new book club kits, budget allowing.
- Each book club upon registering or renewing membership for another calendar year may suggest two (2) new book club kit titles to assist with new book club kit purchases.
- Unavailable titles will be substituted with back-up preferences or staff recommendations.

Book Club Kits

- Book Club Kits contain ten (10) books plus discussion questions (where available).
- A maximum of two (2) kits can be on loan to each book club at any one time.
- Book Club Kits cannot be renewed or reserved and can be borrowed for a maximum of six (6) weeks.

Membership Fees

- Annual membership fees are \$50 per book club, irrespective of the number of members within the Group. City of Parramatta reviews all fees and charges on an annual basis.
- A registration fee of \$50, is payable when you collect your first book club kit. An annual membership fee of \$50, is payable twelve (12) months after your first payment.
- Payment of the annual fee entitles the registered book club to borrow any available Book Club Kit from the current kit list

Late, Damaged or Lost Books

- Each book club coordinator is responsible for the follow-up of 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 of books varies and includes processing costs.
- In the event of lost or damaged books, book club members should notify their club convener as soon as possible so that they in turn can contact City of Parramatta Libraries, Book Club Coordinator on 9806 5159 or email bookclubs@cityofparramatta.nsw.gov.au