



Book Group Registration/Application Form 2017

BOOK GROUP CO-ORDINATOR:

- Please read and complete ALL sections (1 – 8) and hand completed form to library staff at your local branch
- Registration will only be accepted if all members of the book group have current membership of Casey-Cardinia Library Corporation.
- The \$100 fee must be paid at the time of registering the Book group, regardless of the number of members. No refund is given if the Book Group discontinues during the year.
- There must be a minimum of 6 members to form a Book Group
- The Book Group program runs for the calendar year (January – December)

(PLEASE PRINT CLEARLY IN BLOCK LETTERS)

Section 1. Book Group Details

Name of Book Group.....

Coordinator.....

Phone number..... (Mobile).....

Coordinator's Address.....

.....

Email address.....

Branch for collection of books (NB Books will be sent to this branch only)

Proceed to SECTION 2 page 2

LIBRARY STAFF TO COMPLETE THIS SECTION:

Please check ALL sections 1 – 8 are completed and follow instructions below:

1. Fee of \$100 paid on/...../..... at (branch) **Yes**

Initials

2. Pay into register under category "Library Programs". Attach copy of receipt to front of form. Print 2nd receipt for Book Group Co-ordinator by pressing receipt button after ringing up on till, or photocopy receipt. **Yes**

Initials

3. Place completed form with attached receipt to Adult Collections Librarian at HQ via the Black Box

SECTION 2. BOOK GROUP MEMBERSHIP LEVEL

I am happy for the Coordinator's phone number to be passed on to anyone who is interested in joining our Book Group? Yes / No (please circle)

If yes, please provide brief details of where and when the Group meets

Place/Date/Time:.....

.....

SECTION 3. BOOK GROUP MEMBERS

All Book Group members must have a current membership with Casey Cardinia Library Corporation (CCLC). Please complete details below:

Book Group members (including Coordinator)	CCLC membership number
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

SECTION 4. BOOK GROUP COLLECTION INFORMATION

Casey-Cardinia Library Corporation has established a Book Group Collection for exclusive use by Book Groups only. Each book group set consists of 10 copies of a title plus a folder of book discussion notes. The whole set will be made available to the Book Group each time. The Book Group does not have to borrow more copies than they require, but the folder must be borrowed by the Group.

Books and Discussion Note Folders

Discussion notes should be returned with contents intact as received. Items which are damaged or lost will incur a replacement or damage charge.

Reading program

Once the reading program is set for the year, no changes to any titles can be made.

Collection of books

Books not collected within a week of the designated collection date will be returned to the Book Group Collection Stack unless the Book Group Co-ordinator has contacted the library to extend the date. Books cannot be collected after the designated collection date.

SECTION 5. ARRANGEMENTS FOR COLLECTION OF BOOKS

What arrangement will be made by the group to collect the sets?

(Please cross out what does not apply)

Each member will borrow their own copy on their own card

OR

The Book Group's Coordinator will borrow the whole set on his/her library card each month and will accept responsibility for all items borrowed for the Group

OR

A different member of the Book Group will collect all the books each month and each member will accept responsibility for the books borrowed on his/her card for that month.

OR

None of the above is appropriate for our Group, and we would like to discuss other options.

Continue to SECTION 6 on page 4

SECTION 6. TITLE SELECTION

Select titles from the CCLC Book Group Collection and list them below. Choose twenty titles, in order of preference. Where possible we try to provide requested titles, however, we cannot guarantee this is possible due to demand. (*Do not include any titles that are not part of the CCLC Book Group Collection.*)

Author	Title
1.	
2.	
3.	
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29.	
30.	

SECTION 7. COLLECTION DATES

We wish to collect our books on the dates below :

NB This is the date for you to pick up your books, NOT the date of your meeting

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

SECTION 8. AGREEMENT OF CONDITIONS

Book group sets will only be provided once the above conditions have been read and completed and the registration fee is paid.

I/we agree to the above conditions and look forward to receiving our reading program for next year.

Signed..... **Date**.....