

READING GROUP BOOKSETS.

Kingston Libraries stock a number of Booksets that are available for Reading Groups to borrow.

Titles include a range of mostly contemporary fiction (popular and literary) and mainly paperbacks. Titles are added to the collection, usually twice a year. An up-to-date list is available by e-mailing the following address readinggroups@rbk.kingston.gov.uk

Most booksets have 10-15 copies of the same title, and only one bookset may be borrowed at a time

There is **no charge** to borrow a bookset, but one person from the Reading Group must be a named co-ordinator and responsible for the books.

Please note that only book titles from the list will be supplied to your group. If there is a title you are interested in, but it is not listed, we are happy to receive suggestions for future set purchases, but we will not be able to create and provide a set for you compiled from general lending stock.

Setting up a ticket

- One member of the Reading Group has to register to use the booksets and be the named person responsible for returning all copies of the bookset. (The form you need to fill in and sign is at the bottom of these instructions)
- A Reading Group library ticket will be set up for your group, specifically for borrowing the sets. This ticket will be held by Kingston Libraries.

How to borrow

- E-mail readinggroups@rbk.kingston.gov.uk with your choice of title(s) from the list, 10 days* in advance of your meeting, and we'll check availability for you. If you do not have access to e-mail please ring 020 8547 6496. (Please note this telephone number may only be used to request Reading Group sets, and for queries related to this service. It is not a general libraries enquiry number). For general enquiries ring 020 8547 5006

- Please bear in mind that sets may be on loan or awaiting collection by other Reading Groups, so will not always be available. Therefore, you may wish to choose a couple of possible titles when sending through your selection.
- The loan period will be 5 weeks for groups who meet every month, 7 weeks for those who meet six weekly and 9 weeks for those who meet eight weekly. No fines will be charged, but replacement costs for lost or damaged items will apply.

- Please state the following in any request for sets
- The name of your Reading Group or Coordinator's name
- The titles selected
- The number of copies required
- The loan period required
- The Kingston borough library you would like to collect the books from

- You will be issued the set for the required length of time on your Reading group ticket, and be notified when the books will be available for collection

*Please note that if you give less than 10 days notice you may not receive the set in time for your meeting

Returning booksets

- All borrowed copies must be returned together, via your local Kingston library, clearly marked for "New Malden Library - Returned Reading Group sets"
- It is the responsibility of the named person/coordinator to ensure this happens

****REGISTERING TO USE THE BOOK SETS IMPLIES ACCEPTANCE OF THESE ARRANGEMENTS**

Please fill in the form on the next page if you would like to sign up to this service.

Contact Details.

Designated Co-coordinator:

Name:

Address:

Tel no :

e-mail -

Number of members in the group?

Which library within Kingston upon Thames are books to be collected from?

What loan period do you require?

Readers Group Ticket number (to be assigned on receipt of completed form)

Signature of designated co-coordinator as acceptance of the above:

(Sign here).....

One signed copy to be returned to "Reading Groups Arrangers, New Malden Library" & one copy to be retained by designated co-coordinator.

New Malden Library,
48 Kingston Road,
New Malden,
KT3 3LY.



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