

BOOK CLUB IN A BOX:

Guide for Book Club Coordinators

This FAQ provides information to assist Book Club Coordinators to manage requesting, borrowing, and returning Book Club in a Box Kits.

Book clubs need to be preapproved by the Myli – My Community Library Book Club Coordinator – please speak to your local branch staff to be added to the registered book club waiting list.

Getting started

- Choose a name for your book club
- All your members (including the coordinator) are required to be registered members of Myli. Membership is free; they will just need to visit their local library with ID to join. A book club member may be eligible for membership if part of Libraries Victoria
- Complete the Book Club Membership Form at the end of this guide and give to your local library
- A new library card will be issued in the name of your book club with your contact details listed in the library system as coordinator. You will need this card to place holds on Book Club in a Box kits.

Membership changes

- If the coordinator of your book club changes, please let the library staff know as they need to update the system with the new coordinators details to ensure alerts and correspondence are sent to the right person

- Alternatively, email the Myli Book Club Coordinator:
bookclub.coordinator@myli.org.au
- If the coordinator changes temporarily (e.g., regular coordinator is on holidays) please ensure they have the club's library card, PIN/password and instructions on how to place holds etc.

About the kits

- Each kit has 12 copies of the book (some kits may contain less than 12 copies)
- Some kits include online reading notes available for download and printing from the catalogue record. Staff can assist with showing you how to check the catalogue record for this information (see Place Hold diagram below)

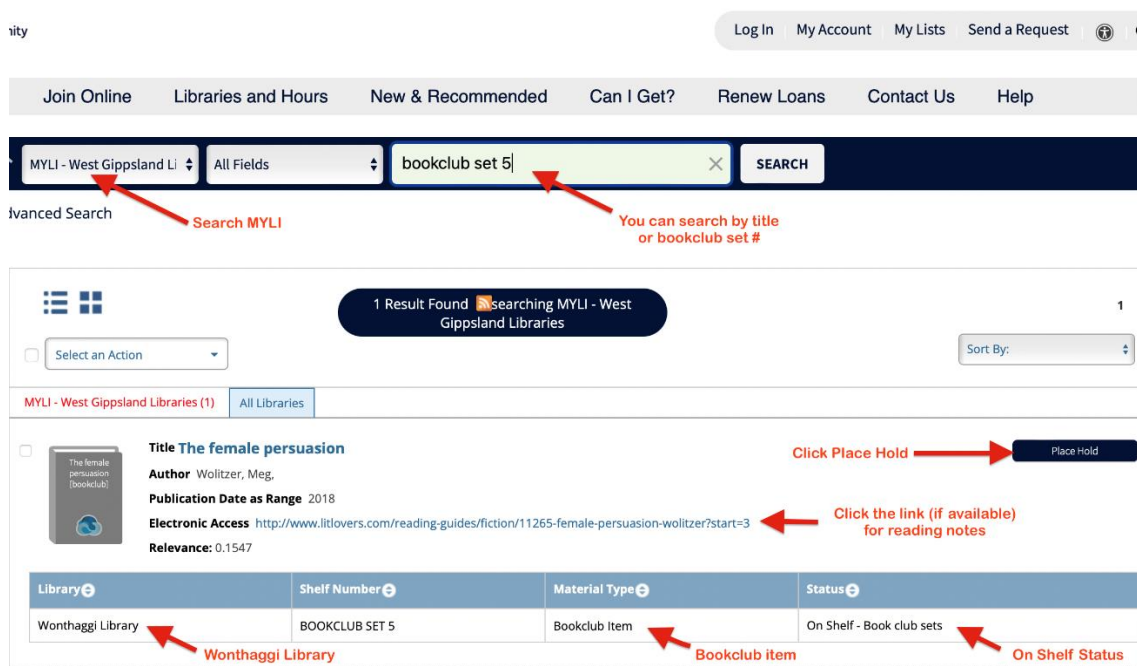
Placing holds on Book Club in a Box kits

- Go to the Book Club page on the library's [website](#)
 - Click **Belong** at the top of the page
 - Click **Book Clubs** on the left side on the screen
 - From **Book Clubs and Book Chat...** click **Read More**
 - Click **Book Club in a Box – List of Titles June 20XX** (this is a downloadable PDF you can save to your computer for future reference)
 - Click on the title of the Book Club Kit to take you to that record on the Myli catalogue
 - You can also search by Book Club title in the catalogue
 - When you find a kit you want to request, click **Place Hold**

Important things to look for in the catalogue record when placing a hold (see Place Hold diagram below)

- Look for the entry for **Wonthaggi Library** (you may need to scroll down)
- Check that the kit's status is listed as **On Shelf – Book Club sets**

- Only place a hold on a kit that is listed as **On Shelf** otherwise it is unlikely you will receive it in time for your next meeting
- Do not place a hold on any kits that are listed as **Reserved, Due, or Being transferred between libraries**. They will not be delivered in time for your meeting
- Click **Place Hold** and enter your library card number and PIN/password (only book club cards can place holds on kits – personal library cards do not work)
- Follow the prompts and you will see **Success** when the hold has been placed
- When the kit arrives, you will receive an email or SMS and you will have 2 weeks to collect it from the library
- Library staff will check the kit out to your **book club card**.
- Do not place multiple holds on book club kits – they may be cancelled
- Pick up location of Book Club in a Box kits can only be from a Myli library. Toora, Coronet Bay and Corinella Click & Collect points are not available for collection of kits



Log In My Account My Lists Send a Request

Join Online Libraries and Hours New & Recommended Can I Get? Renew Loans Contact Us Help

MYLI - West Gippsland Li All Fields bookclub set 5 SEARCH

Advanced Search Search MYLI You can search by title or bookclub set #

1 Result Found Searching MYLI - West Gippsland Libraries

Select an Action Sort By:

MYLI - West Gippsland Libraries (1) All Libraries

Title *The female persuasion*
Author Wolitzer, Meg.
Publication Date as Range 2018
Electronic Access <http://www.litlovers.com/reading-guides/fiction/11265-female-persuasion-wolitzer?start=3>
Relevance: 0.1547

Click Place Hold Place Hold
 Click the link (if available) for reading notes

Library	Shelf Number	Material Type	Status
Wonthaggi Library	BOOKCLUB SET 5	Bookclub item	On Shelf - Book club sets

Wonthaggi Library Bookclub item On Shelf Status

Place Hold diagram

- N.B.: you can download, save and/or print the **Book Club in a Box – List of Titles June 20XX**

Using and returning book club kits

- At your meeting, distribute the books to club members, keeping a record of which person has each copy. Each book has a library barcode on the front which lists a unique number. You can print copies of the Book Club Tracking Form (found at the end of this document)
- Make sure you receive ALL copies of the book back from club members in time to return the kit by the due date
- **IMPORTANT: Book club members cannot return copies of books individually to the library. All books must be returned as part of the kit**
- The loan period is 6 weeks and should not be renewed
- Multiple kits are not to be checked out at the same time
- Return the Book Club in a Box kit to the library desk and wait while staff check the contents. Book Club in a Box kits cannot be returned through the after-hour chute
- Toora, Coronet Bay and Corinella Click & Collect points are not available as a return point for kits
- Due to high demand and a waiting list, book club's that have an extended period of inactivity may be deleted. Please contact the Myli Book Club Coordinator if this may be a possibility.

Lost, damaged, or overdue items

- Standard library charges apply to lost or damaged items – you will not be able to borrow with any outstanding charges
- Overdue fees are no longer charged; however, you will be unable to place holds on kits when a kit is overdue
- The coordinator will receive a reminder email or SMS close to the return date. If you are not receiving this notification, please contact library staff

- As the coordinator you are responsible for the Book Club in a Box kit and any library charges incurred by your club
- As the Coordinator you are responsible for forwarding any information sent from the Myli Book Club Coordinator to your members

Any questions?

- Staff can assist with showing you how to place holds from the catalogue
- If a problem occurs which you can't resolve yourself, please discuss with library staff or please contact the Myli Book Club Coordinator with any queries
bookclub.coordinator@myli.org.au

