

Book Groups at Libraries Tasmania: Information Sheet

How do I form a book group?

Step One - Choose your book group and give it a name

- Choose a maximum of 10 members for your book group. It is important to have a unique name for your book group to avoid confusion when collecting the bags.

Step Two - Nominate a Group Secretary

- Nominate a member to act as Group Secretary and the main point of contact with Libraries Tasmania. Anyone in the group who regularly attends meetings can perform this role.
- The Group Secretary ensures the group is self-managing and coordinates members. New members can join the group anytime (provided the group does not exceed 10 members) - this is managed by your group.
- The Group Secretary is also responsible for renewing book group membership every two years using the [online renewal form](#). The best time to change Group Secretary is when membership is renewed.
- Please [email us](#) if your Group Secretary changes, as we need to have the current contact details to communicate with your group.

Step Three – Register your group

- The Group Secretary must register your book group with Libraries Tasmania by completing this [registration form](#) Remove this duplicate hyperlink?
- We will then email a registration number and password to get you started.

Step Four – Choose your books

- Your new book group will need to select what books to read.
- All our book group titles are searchable on the [Book Groups at Libraries Tasmania catalogue](#)
- Click on the “Place Hold” button beside the titles of the books your book club has chosen to read. Each hold you place adds that book to your list.
- It is also important to keep your list of requested books up-to-date. We encourage your group to maintain holds on around 30 titles.

- This [printable list](#) of tiles is helpful for members who don't have access to the online catalogue.
- Include some older titles in your selection as well as popular titles since these books may have a wait period. If you have a small list of popular books it is possible that none of your preferred books will be immediately available. In this case we will send you a "lucky dip" book set and a reminder for you to add to your selection list.
- If there is a book you'd like to see added to our list of titles, please let us know by submitting the [Recommend a Title form](#). We are regularly adding new titles to replace those that are outdated or underwhelming and your feedback helps.

Step Five - Select discussion notes

- If you'd like discussion notes, click on 'Information for discussion groups' (see below):



- If your book doesn't come with discussion notes or you'd like further information about it, the [LitLovers](#) website provides suggestions on how to discuss a book.
- The following websites provide book reviews:
 - [Good Reading Hub](#)
 - [Reading Group Choices](#)
 - [LitLovers](#)
 - [BookBrowse](#)

Step Six – Collect your books

- Initially, your group will receive two sets (all sets contain 10 copies) based on the availability of titles you have requested.
- Book sets are delivered together in a bag to your nominated local library. The Group Secretary can either collect bags of book sets directly from a library staff member or from our open holding shelves.
- The Group Secretary distributes books to members of the book group.

Step Seven – Return complete book sets

- After the group has met to discuss the title, the Group Secretary is responsible for retrieving books from members and returning the complete set to the local library.
- Book bags must be handed to a staff member; please don't return the bags through the returns chute or place them back on the holding shelves. Returning books on time avoids delays to your service.
- Ensure the complete set (10 books) is returned. Incomplete sets impact on other groups who are waiting to read that title.
- When you return a set, a new set of books is dispatched to your nominated local library based on the availability of books you have requested.
- As with all Libraries Tasmania lending items, we do not charge fees for overdue books; we only charge if books are damaged or lost. When book sets are returned, library staff will check the contents and notify the Group Secretary if charges for damaged or lost books are to be applied.
- If you lose or damage a book, let your Group Secretary know and they can contact the Book Groups at Libraries Tasmania team directly.

Need help?

- Your Group Secretary is the main point of contact for all book groups. If your secretary is unable to assist, first contact your [local library](#) and then the [Book Groups at Libraries Tasmania team](#).
- If you need help using a computer for your book group, we can put you in touch with someone in your local Library to show you how.

Contact:

Email: bookgroups.libraries@education.tas.gov.au

Post: Book Groups at Libraries Tasmania
91 Murray St HOBART 7000

Phone: (03) 6165 5599 or (03) 6165 5597

We aim to respond to your enquiry within two working days