Fact Sheet #1:
The role of the Book Club Co-ordinator

Below are some tasks that may be performed by the club co-ordinator.

These tasks can be delegated to other club members; however it is probably best that one designated person acts as the library liaison.

• Sign up for a book club co-ordinator card and keep contact information up to date including a contact email address, we suggest creating a Book Club specific email.
• Maintain book club membership list
• Maintain list of books read
• Make copy of club rules available to all members
• Organise and/or book the meeting venue if required.
• Check availability of book selection (one week prior to collection)
• Collect book club set from library
• Return complete book club set to library by due date
• Maintain order at meetings
• Lead discussions at meetings (this role may be rotated amongst members)
Fact Sheet #2: The first meeting of your Book Club

First meeting – preparation

When inviting people to attend your first meeting, ask them to bring along a book they have recently read. This makes an interesting first discussion, before the first assigned book is handed out. It also gives everyone a chance to get to know their fellow book club members.

Name tags can be helpful as everyone is getting to know each other.

Tea and coffee (or a glass of wine!) can also help to break the ice and make new members feel welcome.

Keep a written record of all decisions about how the group will run and distribute it to the group at the next meeting.

A good mix of people will provide lively, comfortable and fun discussions. Different opinions and styles should be sought and encouraged – if the members of the group or the books you choose to read are too similar, the collective responses may be limited and over time, members may become disinterested.

In your first meeting...

What is a book club?
Discuss the aim of the group.

Getting to know you
Ask each person to talk about the book they have brought with them, or have read recently. This activity will also provide people with an idea of what a Book Club does and allows people to get to know each other a little. It will also lead to discussion of reading likes and dislikes.

Decisions, decisions, decisions...

Regularity of meetings
How often would your members like to meet? Monthly meetings are the norm but it is up to the group.

Where to meet
Will you always be in the same place or different places each month?

Reading interests/preferences
What do the members like to read? Who will choose the books? Take it in turns or a group decision? All at the start of the year or as you go?
Fact Sheet #3: Running an effective Book Club meeting

The structure of a meeting is very much the choice of the group. It may be causal and conversational or follow a formal agenda. The group may wish to adapt its style as it develops.

Start the meeting

It is advisable to formally start the discussion in some way. This helps you get the group discussion started on time.

Discussion

Make sure your club has at least two members who are willing to lead discussion; this will ensure a long life for your club. Often the most successful clubs are those in which participants take turns in leading. Some clubs use co-leading, a process in which two people lead a discussion together. Before the entire club meets, the leader should prepare the discussion questions with a co-leader or another member of the club. Because each person will bring a different point of view to the reading, two people working together can prepare better questions than either could on their own. downloadable discussion questions/guides are available online on the catalogue record of each book club set. The library also provides hard copies of the discussion questions.

Etiquette

(See also fact sheet 5) Adhere to agreed book club meeting guidelines.

Closure

At the end of the meeting collect all the books and issue the next set of books. Confirm details of the next meeting and arrange for someone to contact those members who were not present to swap books and notify of the next meeting.
Fact Sheet #4: 
Reserving and returning a Book Club Set

Reserving a Book Club Set
→ Go to https://library.frankston.vic.gov.au/Home
→ Click on the heading Your Library
→ Select Book Club
→ Select View and reserve titles

1. Browse through the records and click the checkbox for titles to be reserved OR to go straight to a particular title click on Refine Set and enter the title and click OK.
2. Check the Reserve Selections button displayed at the top or bottom of the page. (Selections can only be reserved one page at a time).
3. Enter your Book Club Coordinator card number and PIN (if you are not already logged in).
4. Select your preferred pick up location.
5. Select the Continue button (Or the Cancel button if you don’t wish to place the reservation).
6. Details of your reservations will be displayed on screen. This includes your current rank in the waiting list for each title.
7. You will be notified via your nominated email address when your reservation is available for pickup. Contact the library if you wish to confirm or adjust your notification preferences.

Handy Tip: Reservations are held for 10 days. If not collected by that date, items are sent on to the next Book Club on the waiting list or are put back into the Book Club Collection.

Note: You may have five reservations on a Book Club membership card at any one time.

Returning a Book Club Set

A complete Book Club set can be returned to any of our Branches. The Book Club Coordinator checks to confirm all books in the set are returned and are in good condition.
Fact Sheet #5: 
Meeting Etiquette for Book Clubs

The following may be discussed early in your Book Club’s life, or as the issues arise. It can be helpful to revisit decisions made – perhaps at the first meeting of each year to decide if things are working well for all members.

1. **Reading the book**
   If a member has not read the book, should they still attend the meeting? Will the club provide a report on the plotline at the start of the session?

2. **Social discussions**
   Club members may wish to meet before or after to socialise and chat. You may wish to establish guidelines to ensure sufficient time is dedicated to discussing the book. How will you ensure everyone gets a chance to contribute to the discussion?

3. **Refreshments**
   If you are not meeting in a café, restaurant or pub, and would like to have refreshments during your meeting, a catering roster could be useful.

4. **Guests**
   Are guests of members permitted? If so, are there limitations on who would be welcome, and how many times they could come along before being required to formally join the group?

5. **Is handiwork permitted?**
   Another person knitting or crocheting during discussion may distract some people.

6. **Are children permitted?**
   The group may be happy to allow children who do not make a disturbance or club members may wish to hire a joint babysitter.

7. **Are pets permitted?**
   Note that many venues will not permit pets inside, so this will depend on where your group meets and how the group feels about pets.
Fact Sheet #6:
Discussion Ideas for book Clubs

All of the book club sets provided by Frankston City Libraries come with a hard copy of a reading guide. These guides contain questions that can prompt and guide group discussion on each book. Members of the club may wish to take it in turns to do extra research on the author of the books or reviews to present background information to the group.

**General discussion points may include:**

**Characterisation**
The way the author develops the characters in a common discussion topic. Our response to characters is driven by our personal experiences, so each member of your group is likely to have a different view on the character.

**Characters’ actions**
Are characters’ actions the result of destiny or choice? Discuss your thoughts about their actions. They will reflect the way you assign moral responsibility for what happens in the novel.

**Social implications**
Changing circumstances of the external world affect characters’ (and our) concepts of right and wrong and our place in the universe. Questions raised in literature concerning moral responsibility connect to the events happening in our daily lives.

**Symbolism**
Symbols have specific political, religious or cultural references. What symbols are used in the novel and what do they mean?

**Author’s purpose**
What meaning or message is the author trying to convey with the story and situation in the novel?

**Credibility**
During your discussion, you will be able to discern the author’s reasons for stretching credibility. Some novels are flawed because they ask us to take too much for granted; in others, such as fantasy, the unusual is accepted as par for the course.
**Book Club FAQs**

*The Book Club Kit Collections*

Q. **How many Book Club Kits can we reserve at one time?**  
A. Your club may have a maximum of five kits on reserve at any one time but can only borrow two kits at any given time.

Q. **How many Book Club Kits and how many Book Clubs do we have?**  
A. As of May 2019, Frankston City Libraries has 193 Kits and 30 Clubs. These figures constantly change as sets are purchased or deleted and clubs are formed or dissolved.

Q. **Who chooses the new titles to be added to the Book Club collection?**  
A. Book Club titles are suggested by Book Club members and are then chosen by the Library Collections Team. They are then purchased by the staff and added to the Book Club Collection.

Q. **How does my Book Club recommend titles to be added to the Collection?**  
A. New Kits are added to the collection throughout the year. You can suggest titles for purchase via the book club page on the library website.

Q. **Do you have a list of the Book Club Kits I can look at?**  
A. The best way to find out what titles are available is to visit our online catalogue which is on our website.

*Borrowing Book Club Kits*

Q. **Who can borrow Book Club Kits?**  
A. Only holders of a Book Club Co-ordinator Card can reserve and borrow Book Club Kits.

Q. **How do I change the PIN on my Book Club Co-ordinator card?**  
A. Log into your account with the current PIN. Click on the ‘Personal Details’ tab, change your PIN and click UPDATE. If you have forgotten your PIN, please see the staff at your local branch.

Q. **How many Book Club Kits can I borrow?**  
A. Each Book Club Co-ordinator can have two Book Club Kits on loan at any one time: the kit your club is reading or has just finished reading, and the kit you are about to read.

Q. **Why is the Book Club Kits loan period six weeks?**  
A. The six week loan period allows you a little extra time to pick up the Kit before your Book Club meeting and to return it after your meeting, while keeping the Kits turning over and allowing as many Clubs as possible to get the Kit they want to read.
Q. Am I able to print a list of all the Book Club Kits our club has had in the past?
A. Yes log into your account on the library website. Click on the ‘previous loans’ link under the History menu at the bottom of your account and a list of the Kits you’ve borrowed and the dates they were borrowed and returned will be generated on the screen.

Q. One of the books issued to us in the Kit has been misplaced or damaged. What should we do next?
A. If this situation arises, the first thing you should do is come and speak to us! Our staff will be happy to work out a solution with you. Most often the solution is for us to extend the due date to give you time to find the item or to replace or pay for the missing item. An incomplete Kit will not be accepted for return.

It is the Co-ordinator’s responsibility to contact the club member who misplaced the book and ask them to look for it and return it to the Co-ordinator.

If the books go missing or are damaged and you haven’t returned the Kit on time, the Co-ordinator will receive an overdue notice about the Kit. After two overdue notices have been sent (when the Kit is seven days and then again when it is fourteen days overdue) they will receive a Lost notice (at 28 days) which will include a bill for the cost of the replacement book. The Kit will remain on the Book Club Co-ordinator’s card until the matter is resolved.

It is the responsibility of the Book Club Co-ordinator to ensure that all books issued on the Book Club membership card are returned in good condition by the due date.

Q. It says there are two reservations on the title that I want to borrow for our Book Club. How long will it be until it becomes available?
A. While we can’t predict exactly when a Book Club Kit will be available, a good rule of thumb is that each loan will take 8 weeks. That is the six weeks of the actual loan, plus two weeks courier and collection time. So if there are two reservations on an item, count 16 weeks from the due date showing on the screen and assume that as an approximate available date.

Q. Can you help us find new members for our Book Club?
A. Yes. On occasion we are contacted by people wanting to join a book club. Let the staff know at your local library branch and they will refer your enquiry on to the Book Club Officer.

Q. I want to join a Book Club, can you help me?
A. Yes. Let staff know at your local library branch and they will refer your interest on to the Book Club Officer who will get in touch.
Reservation of Book Club Kits

Q. Why isn’t the Book Club Kit I reserved here in time for my meeting? The computer says it was due back three days ago!
A. A reminder email is sent to the Book Club Co-ordinator who has the Kit on loan before the due date. We rely on Book Clubs to return Kits on time, but if they are returned late the item will not be available for your Book Club to borrow. As soon as the item is returned it will be forwarded to your library branch of choice for you to pick up.

Q. How can I make sure the Book Club Kit I’ve ordered is available when I want it?
A. We reply on Book Clubs to return Kits on time, but if they are returned late the item will not be available for your Book Club to borrow. If the Kit you have requested hasn’t come in, you might consider these options:
  • Select another title from the Book Club Collection that is currently available and can be collected immediately.
  • Bring along current reading: Each member brings along their current reading material and shares it with the group. This is an opportunity to broaden your knowledge of different reading material, learn more about each other and maybe find a new favourite author!
  • Borrow books on your personal library card on a selected theme from the library’s main fiction collection: A theme such as travel, war, coming of age, etc may be nominated. Each member discusses the material they read related to the theme. This topic lends itself to discussion of social representation, symbolism and comparisons.
  • Borrow books on your personal library card in a selected genre from the library’s main fiction collection: All members read a book in a certain genre, e.g. historical fiction, fantasy, etc. Our staff can find you some ideas of authors in particular genres.
  • Borrow on your personal library card, titles by a selected author from the library’s main fiction collection: A different book by the selected author is read by each member of the group. Discussion may relate to biographical influences, themes that run over a number of titles and comparisons of the books.

Q. When should I reserve the Book Club Kit we want for next month, to make sure it is here when I come in?
A. We rely on Book Clubs to return Kits on time, but if they are returned late the item will not be available for your Book Club to borrow. We suggest placing your reservation seven to ten days before the date you need to pick it up, to allow time for it to be located and couriered to your pick up library. If the Kit shows as available on the computer, you should make your reservation no more than ten days before you want to pick up the Kit as we can only hold the reservation for ten days.

Q. I’ve been contacted by the library, saying that the Kit I have reserved is available, but my Book Club meeting isn’t for another two weeks. If I pick it up now, it will be overdue by the time my club has read it and is ready to return it.
A. When a reserved Kit comes in for you, we hold it for ten days. It may be possible to add a couple of extra days to the hold period for you if the title is not in high demand or to move your reservation further down the queue to collect for a later meeting. Please contact staff for assistance.
**Book Club FAQs (cont.)**

Q. Is the online catalogue accurate about the Book club Kits that are available?
A. Returns and loans are updated in the catalogue in real time, so the online catalogue will always show the up-to-the-second current status of the Kits.

Q. How can I find out which Book club Kits are in the collection?
A. The best way to find out is by checking the library website and there is a link on the Book Clubs page of the website.

Q. What does it mean when it says a Kit is ‘on Reserve Shelf’?
A. That means it is waiting for a Book Club to pick it up.

Q. How long will a Book Club Kit take to reach our library?
A. We run a courier service between our library branches Monday-Friday, so the delivery time should only be two to three business days at most. Of course, if unforeseen circumstances arise, it may take a little longer.

Q. I am the Book Club Co-ordinator, but will be away on holiday when our next meeting happens, what should I do?
A. Your Club will need to select someone else to be responsible for picking up and returning your Book Club Kit for that month. Any member of the Club can do this. They just need to bring along the Book Club Co-ordinator’s card.

Q. Are we able to reserve a certain Book Club Kit in advance for a specific month?
A. While there is no guaranteed way of doing this, one method is:

- **Suspended Reservation:**
  After reserving the Kit, sign into your account and click on “Reservations not yet available” and tick the box next to any items you wish to edit and click the “Edit reservation” button. Add a suspension date. Setting a suspension date for your reservation will keep you progressing in the time reservation queue but not complete your reservation request until after the date selected. This will not guarantee the Kit is available for you on that date but it can help manage your reservations.
# Book Club Book Allocation Form

Use this form to keep a record of which member of your Book Club has which book from the Book Club Kit.

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### Member details for Book Clubs

*Use this form to keep a record of Book Club members’ contact details.*

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# Reading Record for Book Clubs

*Use this form to keep a record of books your Book Club has read.*

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