



Agreement for a Community Book Club

Name of Group: _____

Collection Location: H PH G B

Group Coordinator: _____

Address: _____

Email address: _____

Contact Phone Number: _____ Library Card Number: _____

Alternate Contact : _____

Email address: _____

Contact Phone Number: _____ *Library Card Number:* _____

Hornsby Shire Library & Information Service agrees to:

- provide kits with 10 titles which can be booked, subject to availability
- provide kits with a 6 week, non-extendable, loan
- email reading notes to Group Coordinator
- provide one hard copy of reading notes
- loan kits to alternate contact person in case of illness or absence

The Group Coordinator agrees to:

- book kits at least two weeks in advance, subject to availability
- take responsibility for all items received as part of a book club kit
- return complete kit of 10 copies on time in the tagged library bag provided
- return item over the counter at any Hornsby Shire Library (not through any chute)
- pay the hire fee at the time of collection, currently \$40 per kit*
- pay overdue fees if the kit is returned late, currently \$2 per day*
- pay for items that are lost or damaged including handling charges*
- distribute items and allow use by book club members only

Signature of Group Coordinator: _____ Date: _____

Signature of Alternate Contact Person: _____ *Date* _____

Signature of Library Contact: _____ Date: _____

* Council fees and charges are subject to annual review. Reviewed charges apply from July 1 each year.