



**Bracknell Forest Libraries  
& your  
Reading Group**

**A guide to our services**



**November 2011**

Bracknell Forest libraries are keen to support and encourage local reading groups. This guide sets out what we can do for your group.

## **Reading group membership**

Group tickets can be issued but only used to request copies of the books. Books must be issued individually to each member of the book group on their personal ticket. The group ticket will not be used for issuing books as getting books back issued on a group ticket has proved to be a problem in the past. However, a book group 'read' will be issued for 6 weeks.

## **Books**

### ***Reservations & Multiple Copies***

- We can place reservations for multiple copies (subject to availability) for your group. We will aim to provide multiple copies by the required date. However we cannot guarantee how many copies will be available in time.
- We can notify you when books are ready for collection.
- Reservations are placed at the discretion of library staff. Books which are currently in high demand will not be available to your group as they will be out of circulation for too long.
- To maximise the likely availability of books, reservations will not normally be made more than six weeks in advance. However, ideally we would like to receive a list of the books your group is intending to read over the next six months. This will help us make sure the books are available or we can then alert you to any problems with supply.

### ***Loans***

- Reading group books will be issued to the individual member.
- Renewals are possible only where there are no customer reservations on the books.
- Overdue books will be subject to standard fines.
- Please return your books as soon as possible after your meeting.

## **Further support**

For tips and information on setting up and running a reading group, visit our website: <http://www.bracknell-forest.gov.uk/libraries>

If you would like more information, or have any questions, please contact your local library where staff will be happy to help you.