



# Agreement for a Community Book Club

Name of Group: \_\_\_\_\_

Collection Location: H P H E 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.