



# 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 overdue fees if the kit is returned late, currently \$3 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.