

### Information for Reading Groups

### We offer reading groups:

- Access to a collection of exciting and diverse reading group book sets.
- An online library account where you can manage your reservations.
- An extended loan period of 8 weeks.
- Promotion of your reading group in your local library.
- Information for your group including useful websites, links and offers from publishers via our website.
- Free use of library buildings as meeting venues for your group.

### Membership:

- Only reading groups can borrow reading group book sets using their reading group membership. Individual library membership does not allow reserving or borrowing of book sets.
- We require groups to nominate a named representative who will be responsible for your group's account, including reservations.
- You must provide a valid email address so that your group can receive information, offers and system notifications (such as due date reminders).
- Most sets contain a minimum of 10 books (unless otherwise stated in the catalogue). In order to ensure that all groups receive their reserved sets complete and on time, the sets **must be** borrowed and returned as complete sets.
- Sets are now transported in a black box and can be loaned in the box. Any missing or damaged boxes will be charged a replacement cost of £10.
- Any missing or damaged books will be charged at the standard book replacement cost.
- If book sets are overdue, your group will be blocked until the matter is resolved. Overdue notifications will be sent but no fines accrued.
- Extra copies and alternative formats may be available but must be borrowed by individuals using their own personal library card. These items <u>will not</u> be subject to an extended loan period.
- Your group can have a maximum of two active reservations at one time.

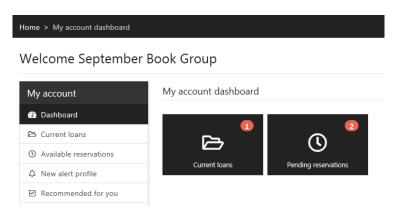
## The Library

#### **Reserving book sets:**

- Go to our online library catalogue to browse, search and reserve your book sets at: <a href="https://gloucestershire.spydus.co.uk/">https://gloucestershire.spydus.co.uk/</a>
- To place a reservation you will need to log into your reading group account with your group membership number and PIN (see next page):

Home Contact Us Help -					Join Login▼		
	×					Login using your library account	
		Search the library catalogue			Borrower ID:		
							Your borrower ID is the barcode from your library card.
							PIN:
Hor	Home						
						Your PIN is a 4 digit number.	
The Reading Agency and Libraries Present						Login	
SILLY SQUAD T						Forgot your PIN? Not a member? Join	

• You will then see your group's **Dashboard** which displays your current loans and reservations (see below):

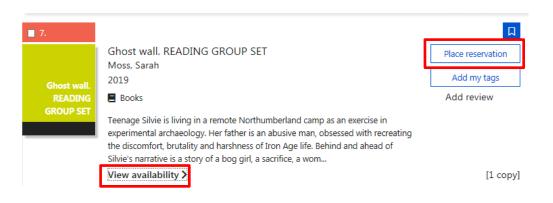




• Next, go to the **Browse** link on the right hand side of the home page and select **Reading Group Sets**. Use **filter** to narrow your search, including searching for titles **available now** (see below):

Browse our readi	ng gro	up set		3
Filter results		Showing 1 - 10 of	176 <pre>     Previous Next &gt; </pre>	
And O No	ot	Options *		Sort by Date (latest first) *
Availability	~			
Titles with available items Titles available online		<b>1</b>	Diary of a somebody. READING GROUP SET Bilston, Brian	Place reservation
Material type	>	Diary of a somebody.	2020	Add tags
Audience	>	READING	Books	Add review
Fiction/Non-Fiction	>	GROUP SET	A unique mix of poetry and diary by the unofficial Poet Laureate of Twitter, the enigmatic Brian Bilston, this suburban murder mystery will appeal to fans of Adrian Mole and 'The Curious Incident of the Dog in the Night-time'.	
Biography	>		View availability >	[1 copy, 1 reserve]
Publication date	>	2		Q
Author	>	-	Before the coffee gets cold. READING GROUP SET	
Series	>	Before the	Kawaguchi, Toshikazu, 1971- 2019	Place reservation Add tags
Topic	>	coffee gets cold. READING	Books	Add review
Geographic	>	GROUP SET	In a small back alley in Tokyo, there is a café which has been serving carefully	
Collection	>		brewed coffee for more than one hundred years. But this coffee shop offers its customers a unique experience: the chance to travel back in time. In this novel,	
Format	>		we meet four visitors, each of whom is hoping to make u View availability >	[1 copy, 6 reserves]

• Once you have found the book set you want to reserve click on Place Reservation (see below):





- Clicking on **View availability** (see above) will tell you the status of the set. This will give some indication of how long it will take to get hold of the set:
  - Available = set is available for loan
  - **On loan =** shows date the set is due back
  - In Transit = set is between sites

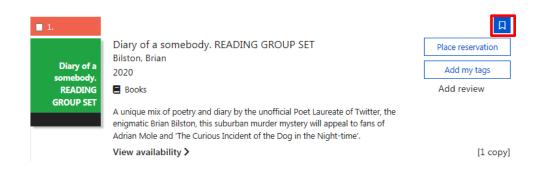
wailability								
The hunting party. READING GROUP SET	party. ADING Foley, Lucy							
Location	Collection	Call number	Status/Desc					
Oakley Store	Reading Group Set	RGS AF Thriller / Paperback	Onloan - Due: 28 Mar 2020					

- If you choose to reserve a set that is on loan or already reserved by another group, you will go into a queue. We cannot guarantee that you will receive the set when you require it.
- You can also create a list of books titles that your group would like to read in the future by creating a Savedlist. You can create a new Savedlist by clicking on your group's name at the top of the screen (see below):

# The Library

	September Book Group 🔻
	My account
	🕐 Dashboard
Search the library catalogue Q	🔁 Current Ioans
	③ Available reservations
	A New alert profile
	Recommended for you
	온 Personal details
	1 History
	오* Cancel my membership
.0 of 329	My savedlists
	✓ Default 0
	+ Add new savedlist
	View active savedlist
Diary of a somebody. READING GROUP SET	D View all savedlists

- Then click on the **Add new savedlist** which will prompt you for a description (title) for your new savedlist.
- To add a title to your **Savedlist**, click on the blue tag symbol for any reading group set title (see below):



- As a guide, the process of reservation, collection, loan and return can take up to 12 weeks (assuming the books are returned on time).
- When your set arrives at your chosen collection site an email notification will be sent to the email address in your reading group account.
- A reserved set will be kept at a library for up to 2 weeks pending collection.

