

Information for Reading Groups

Reading Group Sets

- Multiple copies of books are available in sets for your Reading Group to borrow, for up to 3 months at a time
- Each set consists of 10 or 15 individually numbered copies and some include a large print and spoken word copy
- For the latest list of book sets go to www.herefordshire.gov.uk/readersgroups . You will find it in the resource box at the bottom of the page.
- For ideas of how to run a group go to the same page and find the “ Reading Pack” in the resource box.
- All the Reading Group Sets are packed into barcoded boxes
- When you collect your Reading Group Set, you will find a **Loan Form** in the box. This form itemizes the contents of the box, and you can use it to record which member of your group has which particular numbered copy of the set.
- The Loan Form also confirms the date when the set is due for return. **Please bring your set back on time or it can cause problems for other groups who are waiting to borrow it**
- Please enclose this form when you return the box

Reading Group Registration and the Nominated Contact Person

- In order to set up and register a group, a nominated person must fill in a Reading Group registration form. This can be done at any of the library sites or the Libraries Unit at the Shirehall, Hereford.
- They will be asked to choose a collection/return point for sets borrowed. This can be any of the library sites or the Libraries Unit, at the Shirehall, Hereford
- The nominated person will be responsible for replacing or covering the cost of any missing or lost items.
- Please let us know if there is a change to the nominated person’s name and/or details.

Booking Reading Group Sets

- To order your set/s call 01432-260646 or email amdossett@herefordshire.gov.uk
- You have more chance of borrowing the set/s you have chosen if you order well in advance
- Have alternative choices just in case the sets you want are not available
- If you are able to book several sets well in advance and are flexible about the order in which you read them, then there is a greater chance that we can supply your choices

Collecting and returning Reading Group Sets

- The sets are usually ready for you to collect at the beginning of each month
- Sets must be returned by the agreed date as shown on the Loan Form – maximum 3 months - and in the box in which they were issued
- **It is very important that sets are returned on time and complete, as they are in great demand by other Reading Groups**