

Book Club Ordering Policy

Multiple copies of books are available to book clubs if:

- The titles are available in the Evergreen Library Catalog.
- The books **are at least six months old** and are not current bestsellers.
- The books **do not have a long list of patrons** waiting for a copy.

ORDERING PROCEDURE

1. Books are ordered by **completing a book club request form** at the reference desk. Please complete all fields, discussion date, location, pick up date, and contact information. When a request is received, the reference librarian will schedule meeting space as needed and add the book club selection to our webpage and event calendar.
2. Book orders are processed 10 days before your **pick up** date.
3. We ask that each club select just one contact person. That person will be notified when books are in and can then relay the information to the group.

If you have questions regarding books and/or their availability, feel free to email the reference librarians at: reference@ryelibrary.org

CHECKOUT PROCEDURE

1. Pick up the books at the Holds Shelf.
2. Books will be due 2 days after your scheduled discussion date.
3. Members should check out their books using their personal library cards, not the book club card.

All library hosted, book club selections will be posted to our website, <https://www.ryelibrary.org/book-groups>

Happy Reading!

August 6, 2019