

# Park Ridge Public Library

## Book Clubs

Multiple copies of books are available to local non-library sponsored book clubs if:

- ✓ The titles are available in the 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.

Please note: Clubs may only order 3 titles a year that do not come from our book club sets, i.e. 3 titles that we would get from other libraries.

### ORDERING PROCEDURE

1. Books are ordered by using the online form at the Book Club Corner (<http://www.parkridgelibrary.org/book-club-corner/>).
2. Book orders are processed 4 weeks before your discussion date so you will have the books available for 3 weeks.
3. We ask that each club pick just one contact person. That person will be notified when books are in and can then relay the information to the group.
4. If you have questions regarding books and/or their availability, feel free to email Rachel and Valerie ([rlaws@prpl.org](mailto:rlaws@prpl.org) and [vrominski@prpl.org](mailto:vrominski@prpl.org)). Please send any questions to **both** addresses to insure a prompt response.

### CHECKOUT PROCEDURE

1. Pick up the books at the Reader Services desk.
2. Books will be due 2 days after your scheduled discussion date.
3. Members should check out their books at the Circulation desk.

**The Library is happy to offer this service to Park Ridge Library patrons. However, sometimes through circumstances beyond our control, the Library is unable to fill a request. If this occurs, the staff will work with the contact person to find an alternate title.**

The Park Ridge Public Library reserves the right to limit the number of book clubs it serves.

If a book club is inactive (does not order a book for 4 months), the book club will be removed from our roster and will be required to re-register at the time that the club wishes to begin receiving services. Based on availability, the club may be placed on a waiting list.