

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.

ORDERING PROCEDURE

1. Books are ordered by using the online form at <http://parkridgelibrary.wufoo.com/forms/book-club-order-form/>
2. Book orders are processed 5 weeks before your discussion date so you will have the books available for 4 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 at rdepcik@prpl.org.

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.