

Book Club Procedure

Please use the following information and suggested resources to help you maintain a fun and rewarding Book Club. We look forward to assisting.

Book Club Leader

At least one week before you wish to receive the book, complete a request form (available at Reference and Circulation Desks) indicating:

- Book Club Leader's name and contact information
- title and author of the book selected (Please have your book club select a few alternate titles in the event a title is unavailable and another must be substituted.)
- discussion date for the title you are requesting
- number of copies needed
- format (regular print, large print, audio or kit)

Topsfield Library Book Club Coordinator

- will notify the Book Club Leader when copies arrive.
- will place copies on the Book Club Hold Shelf at the Circulation Desk for members to pick up. Copies will be held until the scheduled discussion date.

Book Club Resources

For assistance in choosing titles, Book Club Kits, discussion guides, and author biographies explore these websites:

www.mvlc.org (Look on the right side of the page for a list of Book Club Kits.)

<http://search.ebscohost.com> (Novelist)

www.bookspot.com

www.readinggroupguides.com

www.amazon.com

Thank you.

Topsfield Town Library

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