

Book Club Set Procedure

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Book Club Sets

The Book club sets are housed at Hudson's Hope Public Library (HHPL), and are available for loan exclusively to participating Federation Libraries.

Participating Libraries:

IslandLink Library Federation:

Alert Bay
Powell River
Salt Spring Island

Kootenay Library Federation

Beaver Valley
Castlegar
Creston
Cranbrook
Elkford
Grand Forks
Greenwood
Invermere
Kaslo
Kimberley
Midway
Nakusp
Nelson
Penticton
Radium Hot Springs
Rossland
Salmo
Sparwood
Trail

North Central Library Federation

Burns Lake
Cariboo Regional
Fraser Lake
Fort St. James
Granisle
Mackenzie
McBride
Prince George
Valemount
Vanderhoof

North East Library Federation

Chetwynd
Fort Nelson
Ft. St. John
Hudson's Hope
Pouce Coupe
Taylor
Tumbler Ridge

Northwest Library Federation

Hazelton & District
Houston
Kitimat
Prince Rupert
Smithers
Stewart
Terrace

Outlook Lending Procedures:

- Prior to submitting a request for your book club set, please make sure that your set is available for a seven week block by looking at the “Book Club Set Reservations” file below, a link is also available on the HHPL webpage. We ask that you confirm that your selected title is available for seven weeks is so that there is plenty of shipping time before and after your 5 week loan period.
<https://onedrive.live.com/redirect?page=view&resid=14D008DDDAC84EAA!232&authkey=!AJrw8w3vvr24tpg>
- Book Club Sets are managed through the Outlook Online database. Once you have found an available title, continue to Outlook Online and request your title as you would for any other title.
- To narrow the search down to the correct record, add the words “book club set” after the title.

For example, “All My Puny Sorrows book club set”

- If you are requesting only one set of five books, simply click on the “Request This Item” icon for the Hudson’s Hope Public Library record and proceed with your loan as usual. Please place a note on the request indicating that you would only like 5 copies.
- If you would like to request all ten copies of the book club set then you will need to conduct this process twice as each set of five is now catalogued separately but under the same title record. Please place a note on the request indicating that you would like 10 copies.

NOTES:

- There are **no renewals** allowed for the Book Club Sets. This will help HHPL staff to continue to honor subsequent loans. Your due date is included on your ILL paperwork.
- IF part of the set is still circulating when your return date arrives, please send back ALL of the book club set that has been returned up to that date and make a note of the number being returned on the paperwork.
- The remaining items are returned to HHPL at *your library’s* expense.

InterLibrary Connect (ILC) Library Procedures:

*these procedures are still being refined, please use Outlook procedures

- Prior to submitting a request for your book club set, please make sure that your set is available for a seven week block by looking at the “Book Club Set Reservations” file on the HHPL webpage. We ask that you ensure that your selected title is available for seven weeks is so that there is plenty of shipping time before and after your 5 week loan period.
<https://onedrive.live.com/redirect?page=view&resid=14D008DDDAC84EAA!232&authkey=!AJrw8w3vvr24tpg>
- Once you have found an available title, continue to your Evergreen Staff Client and request your title as you would for any other title.
- To narrow the search down to the correct record, add “book club set” after the title. This will allow your search to narrow out all of the single copies that are available at all of the ILC Zone libraries.
For example, “All My Puny Sorrows book club set”
- Click on the title so that it will open the page that allows access to copy holds for the book club sets.
- If you are requesting only one set of five books, simply click on the “Copy Hold” icon for book club set 1 (or 2 if one is not available) record and proceed with your loan as usual.
- If you would like to request all ten copies of the book club set then you will need to go back to the book club set record and place a hold on book club set 2.
- Once the loan has arrived at your library, proceed with your regular Sitka Evergreen check-in and tracking procedures.

Notes:

- Although the book club sets are visible in the catalogue to your patrons, the sets are not able to be placed on hold by patrons. These records are available for staff hold only. We have added a copy note to each record to reflect this policy.
- Don’t forget to check in the book club set(s) once they are ready to be shipped back to initiate a transit slip.
- Also see applicable notes on previous page.

Internal Processing of Book club Sets:

Sets are processed the same as patron ILL's

- **Outlook:** Once the set has arrived at your library, follow standard Outlook Procedure by changing the status of the request to "received" so that we know that your set has arrived safely.
- **ILC:** Once the set has arrived, check the set in by scanning the barcodes inside book 1 and 6.
- It is preferred that you check the books out to individual patrons rather than all of them to one of the club members. If you give your items to one club member, please ensure that the item is still checked out to the individual patrons and that each book is given to that exact patron. This allows your system (Sitka Evergreen) to send them a due date notice 2-3 days prior to when the book is to be returned to avoid items being returned late to HHPL.
- If you are using a non-catalogued barcode, you may want to add "NO RENEWAL" to your title so that patrons can see that there is no renewal for these items thus reducing the requests that you receive at your library for renewals on these items.

NOTES:

- The barcode located on the inside cover of one of each set of books, this is for HHPL tracking and ILC use only.
- Please make sure that your Book Club patrons have up to date email and/or text notifications to avoid late returns.
- Please change the due date in your database to the exact due date noted on the paperwork (six weeks after the shipping date) rather than your Library's automatically assigned due date.

Back to Back Loans for Same Title and Borrowing Library:

- If you have another book club that would like to request the same set that you currently have on loan directly following the original borrowing club's loan period is finished, check the "[Book Club Set Reservations](#)" spreadsheet to make sure that there is at least 5 weeks that the title is available after your initial 7 week loan period is up (starts on the day of shipping from HHPL).
- If there appears to be no prior reservation on the set, please make sure that you notify HHPL (ill.hhpl@pris.ca) of your intent.
- **Outlook:** The borrowing library should then make another request on Outlook Online for the same set and HHPL will mark the set as "shipped".
- **ILC:** You will need to request the set again through Sitka Evergreen. HHPL staff will then check the set in that you still have on loan then follow the procedures again to honor the request in the holds list. HHPL staff will adjust the due date accordingly.
- You may also plan these double book club loans in advance by requesting a 12 week loan period for your two book clubs, allowing each book club 5 weeks each. Please note, this 12 week loan is *only* to be used for two separate book clubs, not one book club requesting an extended loan period.
- Once you have successfully reserved the set for the second book club, you do not need to send the set back only to have it reshipped to your library. One or two days prior to the end of your first club's slated due date, send a request to HHPL for the set. The second book club's return date will be 12 weeks after the *original* shipping date. This timing allows one week for shipping to the borrowing library, 5 weeks for each loan and one week for the sets to be returned to HHPL.

NOTE:

- HHPL will give priority to the first library to email or call in their request to reserve the set. The live reservation document will be updated by HHPL staff as part of the reservation procedure and saved so that the online document is updated regularly as each loan request and loan updates are being processed.

Reservation Policy:

In recognition that many book clubs create a reading list in advance, reservations of Book Club Sets will be facilitated:

- Participating libraries may email HHPL (ill.hhpl@pris.ca) with a request to reserve a title for future loans. As noted before, this document is available on the HHPL website and is called “[Book Club Set Reservations](#)”
- Include the following information in your emailed reservation request:
 - Start date of 7 week loan period (1 week earlier than when you would like them)
 - Title of loan
 - number of sets you would like to reserve (1 or 2 sets of 5)
- Please send all reservation requests to ill.hhpl@pris.ca (*new email contact*)

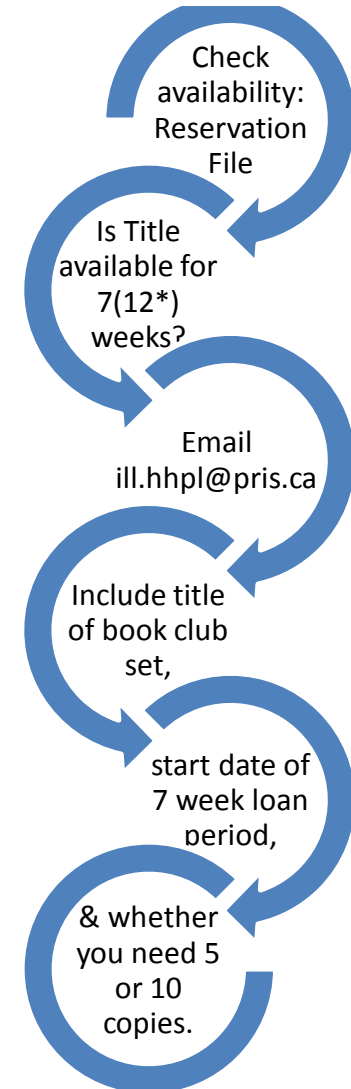
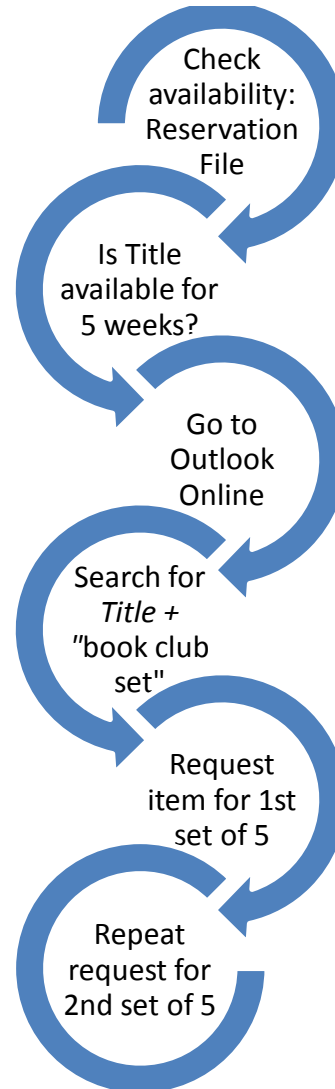
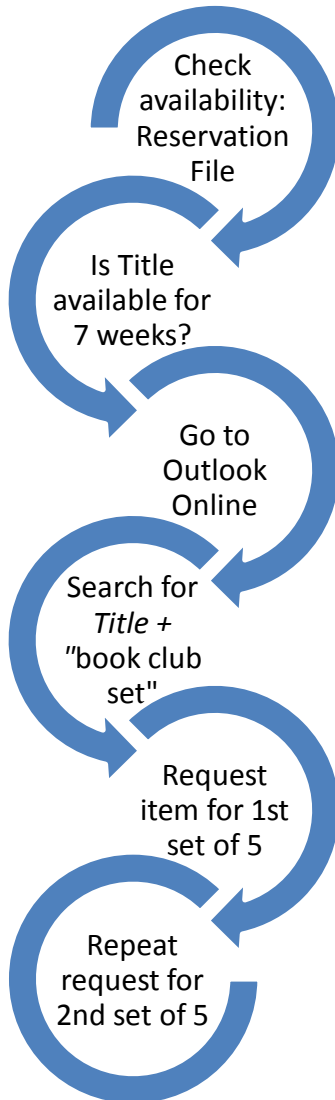
Notes:

- Clubs that choose their selection on a monthly basis should be providing their libraries with their top two or three choices in case their title becomes unavailable.
- HHPL will only take reserve requests from participating libraries not from individuals or book clubs. Please make sure that all of your clubs know that we deal only directly with the requesting library.
- It is the responsibility of the requesting libraries to send an Outlook ILL request to HHPL at the appropriate time. The request should be submitted at least 1 week prior to the date needed. Please monitor your loan reservations to ensure that your Outlook request is submitted on time.
- IF you make your request late and there is a subsequent reservation, we will need to honor both reservations and your loan time will be adjusted accordingly.
- A 7 week reservation block allows for a 5 week loan period, plus 1 week before and after to accommodate shipping.
- Your 5 week loan period starts one week after the shipping date, your patrons do not get a 5 week loan period once they pick their book up.
- Reservations may be placed well in advance, as indicated on the live document. Some Book Clubs plan their reading months in advance, this makes our job so much easier.

To Request title for 2
Outlook Quick Reference Procedure

To Reserve a

To Request title for 1 loan period

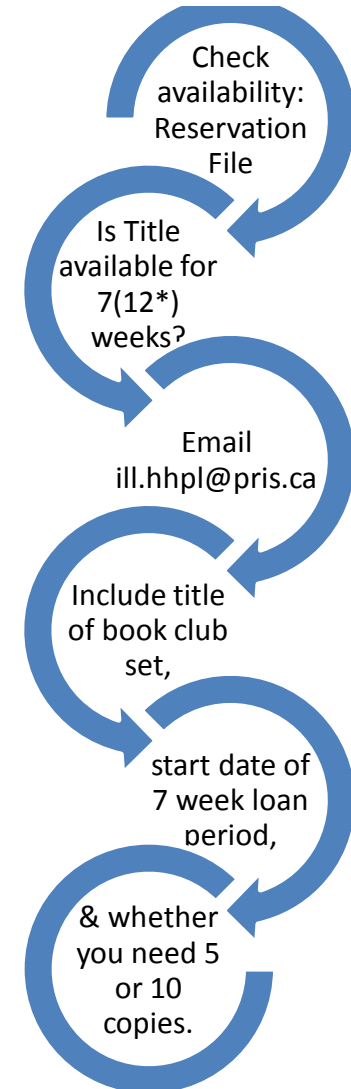
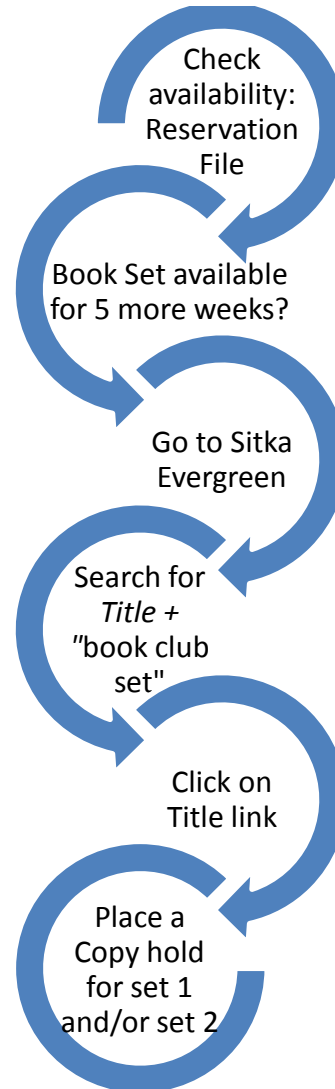


***Option for two separate Book Club loans only**

To Request title for 2
ILC Quick Reference Procedure

To Reserve a

To Request title for 1 loan period



***Option for two separate Book Club loans only**

Contacts:

Questions about procedures?

Contact:

AMBER NORTON
LIBRARY DIRECTOR
DIRECTOR.HHPL@PRIS.CA
BOX 269 9905 DUDLEY DRIVE
HUDSON'S HOPE, BC VOC 1V0
PHONE: (250) 783-9414
FAX: (250) 783-5272

COME IN, GO ANYWHERE!



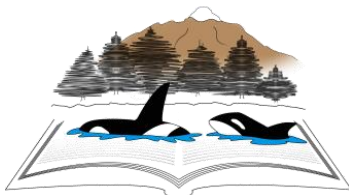
Reservation or Loan Request?

Contact:

NANCY SMITH
BOOKKEEPER & ILL LIBRARIAN
ILL.HHPL@PRIS.CA
BOX 269 9905 DUDLEY DRIVE
HUDSON'S HOPE, BC VOC 1V0
PHONE: (250) 783-9414
FAX: (250) 783-5272

Please thank your Book Clubs for being well organized...
Staff at HHPL really appreciate it!

This program is brought to you collaboratively by;



IslandLink Library Federation



North Central Library Federation



North East Library Federation