

## READING GROUP BOOK SETS

### **Kingston Libraries stock a number of book sets that are available for Reading Groups to borrow**

Titles include a range of mostly contemporary fiction (popular and literary) and a few non-fiction titles, mainly in paperback. An up-to-date list is available on our library catalogue page or by emailing the following address [readinggroups@kingston.gov.uk](mailto:readinggroups@kingston.gov.uk)

Most booksets have 10-15 copies of the same title.  
Two booksets may be borrowed at a time, to allow you to have one set to give out at the meeting and to be able to collect and return the previous set

There is **no charge** to borrow a book set, but one person from the Reading Group must be a named co-ordinator and responsible for the books

### ***Setting up an account***

- One member of the Reading Group has to register to use the book sets and be the named person responsible for returning all copies of the book set
- Please then complete our joining form [\[https://forms.gle/qWUWw4n1uCKESQnDA\]](https://forms.gle/qWUWw4n1uCKESQnDA) You will be asked to accept the terms and conditions set out in this document
- A Reading Group library account will be set up for your group, specifically for borrowing the sets. The card will be held by Kingston Libraries
- When you collect your first set, please bring a document in your name with proof of your address, such as your driving licence, a recent utility bill, council tax bill or tenancy agreement

### ***How to borrow***

- Complete our form (<https://forms.gle/7Pq2hp7ZGDSrGWUA7>) with your choice of titles from the list, 10 days in advance of your meeting, and we'll check availability for you

- As sets may be on loan or awaiting collection by other Reading Groups they may not always be available, so we ask you make 3 or 4 selections on the form above, to avoid delay
- We will send your set to your chosen Kingston library (we cannot send sets to libraries out of the borough)
- The loan period is 6 weeks and sets can be renewed. No fines will be charged, but replacement costs for lost or damaged items will apply

### ***Returning book sets***

- All borrowed copies must be returned together via your local Kingston library
- It is the responsibility of the Guarantor to ensure this happens

### ***Terms and conditions***

- Please ensure that members look after the books and that the entire set is returned
- If books are returned damaged or are lost then a cost of replacement charge will apply, as determined by the library service, and payment will be the responsibility of the Guarantor
- If you wish to change the Guarantor for the account please let us know by sending an email to [readinggroups@kingston.gov.uk](mailto:readinggroups@kingston.gov.uk) using the email address you registered with. The new Guarantor will need to complete our joining form and provide proof of address
- Please let us know if you would like to give someone else permission to request sets, otherwise we will only accept requests from the Guarantor
- If you give us less than 10 days notice of your request we cannot guarantee the set will be available in time for your meeting
- Only book titles from the set list can be supplied to your group. If there is a title you are interested in, but it is not listed, we are happy to receive suggestions for future set purchases, but we will not be able to create and provide a set for you compiled from general lending stock
- Kingston libraries cannot be responsible for the content of the books that we loan to your group. We add a brief description of the titles to our lists and we try to have a good range of titles available, but it is recommended that you research the titles before requesting them
- These terms and conditions may be updated from time to time, we will inform you of any changes

### ***Use of your data***

- Your data will be held securely and in line with our Privacy Notice

- The lawful basis for processing and keeping your data in line with this reading group account is Public Task, you can see more details on our library service [Privacy Notice](#)