

How to use the readers' group service

<p>Starting your own readers' group</p>	<p>Decide who is to be the group contact and what to call your group.</p> <p>The group contact is the one we will get in touch with about any readers' group matters and will be responsible for ensuring all books are returned on time in their box.</p> <p>If books get lost or damaged it is the group contact's responsibility to ensure they are replaced with a new or good condition second hand copy.</p> <p>Please contact us if this happens so that we can help and advise you.</p>
<p>Registering your readers' group</p>	<p>Register your group by filling in a readers' group joining form https://myaccount.herefordshire.gov.uk/readers-group-joining-form</p>
<p>What happens next?</p>	<p>Once we have received and processed your joining form, we will contact you to familiarise you with the process. The annual subscription is then payable. We will advise you on how and when to pay this before you collect your first set.</p>
<p>Ordering your readers' group sets</p>	<p>The next step is to decide which sets you want to order, by looking at the readers' group set list which can be found on this page. https://www.herefordshire.gov.uk/downloads/file/5536/complete_book_sets_for_readers_groups</p> <p>Make a list of book titles you would like us to reserve for your group. It is a good idea to give plenty of choices to allow for sets which are not available. We recommend you book 6 months to a year in advance. E-mail your chosen list of books to libraryacquisitions@herefordshire.gov.uk. The sets are in great demand so if you are flexible about the order in which you read them there is a greater chance that we can supply your choices.</p>
<p>Your readers' group programme</p>	<p>We will then email you your readers' group programme. This shows the order in which readers' group sets have been booked, the month when you can collect them and the month when they are to be returned. We aim to have your set ready for collection by the 1st of every month.</p>

Book sets box	<p>The books come in a labelled plastic box, together with a loan form.</p> <p>This loan form can be used for recording which member of your group has borrowed which particular numbered copy of the set. Ask your members to write their names against the numbered copies on the list. This will help you to keep track of the books.</p>
Our contact details	<p>libraryacquisitions@herefordshire.gov.uk 01432 261556</p>