

PCCLD District Book Club Procedures:

PCCLD recognizes that both staff and individuals from the community may want to create book clubs or groups to enjoy reading and learning together. In order for Technical Services to provide these titles, we need to be aware of general information concerning the book club's point of contact, and the books they wish to read for their book club. In order to streamline this process and ensure timeliness of information, we are requiring that book club points of contact fill out the PCCLD District Book Club Request [Form](#). Failure to complete this form may result in the requested titles being unavailable for book club use.

The following are guidelines and requirements for book clubs requesting copies from PCCLD.

Procedures:

- Book club's point of contact (or their staff designee) must fill out the Book Club Request [Form](#)
- Neither physical nor digital copies of book club requests will be accepted unless submitted via the form.
- All requests require 3 months notice. Titles for January, February, and March need to be submitted by October 1st of the previous calendar year. Ordering and funds for physical books are frozen at the end of the year, and new purchases will not resume until mid-January, not allowing enough time for late requests at the beginning of the year.
- All requests are at the discretion of Elizabeth Flores, Collection Development Librarian and Danielle Cowles, Digital Resources Librarian. If the title is deemed too cost prohibitive or does not meet collection development guidelines it will be rejected.
- If a title is rejected due to unavailability, cost, or failure to meet collection development requirements, either Elizabeth or Danielle will reach out to the Book Club point of contact for an alternative title.

Book Club ratios:

- Book Clubs can request up to 8 physical copies and 2 Large Print copies. Additional copies can be provided if multiple Book Clubs plan on using the same title or if the title is available to lease.
- If a digital copy is requested, only 1 copy will be purchased of either the requested item type (ie. eAudiobook, eBook) or the item type that is available. Additional digital copies will only be purchased when holds ratio requirements of ALL digital district wide copies are met.

Digital Options and Information:

- Book Clubs can request that a digital copy of their book be purchased. They can set a preference for eBook or eAudiobook, if that item type is unavailable then the other will be purchased.

- Only 1 initial copy of either an eAudiobook or eBook will be purchased for Book Clubs, on available platforms, providing that availability, cost, and collection development criteria are met. ONLY once all copies have reached the threshold for holds relief will a new copy be purchased.
- The type of digital license purchased is at the discretion of Danielle Cowles, Digital Resources Librarian. The license will be purchased based on the availability, cost, and needs of the district.

Recommendations:

- Book Clubs are encouraged to communicate with and share information about the titles that they are requesting. We also encourage them to share titles where possible and to schedule their title choices to make sharing possible. A Book Club's choice to read the same title during the same month, with the exception of All Pueblo Reads, will not mean that additional physical or digital copies will be purchased. The holds ratio will need to be met for additional copies to be purchased.
- Book Clubs are encouraged to send in their requests as early as possible. Purchases are made on a first come first serve basis. If a book club makes a request later in the year, there may not be time or funds to purchase the requested title. It is not necessary to submit a full year of requests at one time, just remember to submit requests up to 3 months in advance of when the titles will be needed.
- Book Clubs are reminded that digital copies of book club titles are not reserved for the Book Club's sole use, nor can they be reserved in that way. It is recommended that individuals in Book Club's return digital copies of titles early so that other members can access them and also to "read/listen ahead". This will cut down on multiple people trying to read or listen during the specific month the title is being featured.
- New physical copies will be sent to the location requesting the title, but the staff designee will need to place holds for the book club. Tech Services will hold onto the new physical copies and send them out a month in advance of the requested meeting, unless an alternate arrangement is made in advance.
- Newly published titles can be ordered up to 3 months in advance of publication date, but will not necessarily be available by the date of publication. It is recommended to schedule the use of newly published titles a month or two after the release date.