

Libraries Tasmania

Book Groups Tasmania Information sheet

How do I form a book group?

Step One - Choose your book group and give it a name

Choose a maximum of 10 members for your book group. It is important to have a unique name for your book group to avoid confusion when collecting the bags.

Step Two - Nominate a Group Secretary

Nominate a member to act as Group Secretary and the main point of contact with Libraries Tasmania. Anyone in the group who regularly attends meetings can volunteer to be a Group Secretary.

The Secretary must ensure the group is self-managing and coordinate the group and members. New members can join the group anytime, this is managed by your group.

The Secretary is also responsible to renew book group membership every two years and keep book group details up to date. To renew your group, please complete an online renewal form. When groups renew they need to confirm the group and member contact details. The best time to make changes of secretaries is when you renew.

Please email us if your Group Secretary changes, as we need to have the current contact details to communicate with your group.

Step Three – Register your group

The Secretary must register your book group with Libraries Tasmania.

To complete a registration form go to <https://libraries.tas.gov.au/how-to/Pages/bookgroups.aspx>

After the secretary registers your new group, we will email a registration number and password to get you started.

Step Four – Choose your books

When you first join, your group will need to select what books to read.

- Go to the search box for Book Groups Tasmania catalogue at the top of the page.
- Click 'Place Hold' next to the books of your choice to place a hold on the books chosen by the group. Each hold you place adds that book to your list.

It is also important to keep your list of requested books up-to-date. We encourage your group to maintain around 30 titles on your selection list.

Include some older titles in your selection as well as popular title since these books may have a wait period. If you have a small list of popular books it is possible that none of your preferred books could be available. In this case we will send you a "lucky dip" book set and a reminder for you to add to your selection list.

If a book is not offered by Book Groups Tasmania, please email us suggestions of titles we could add to our book list. We are regularly adding new titles to replace those that are outdated or underwhelming and your feedback helps.

Step Five - Select discussion notes

If you'd like discussion notes, search for 'Information for discussion groups,' to find more information on the book, including a review or discussion ideas.

See the example below:



If your book doesn't come with discussion notes or you'd like further information about your book, the LitLovers website provides suggestions on how to discuss a book here <https://www.litlovers.com/run-a-book-club/lead-a-book-club-discussion>

The following websites provide book reviews:

- [Good Reading Hub](#)
- [Reading Group Choices](#)
- [LitLovers](#)
- [BookBrowse](#)

Step Six – Collect your books

The Group Secretary must collect and return your books from the library and distribute them to members.

Book sets are delivered together in a bag to your nominated local library for your Group Secretary to collect, who will distribute them to group members.

You can also collect your Book Group book set in a bag on our open holding shelves, but you will need to return the bag of books to a staff member once you have finished with it.

Step Seven – Return complete book sets

Return your complete book sets to your local library when you have finished.

Book bags must be handed to a staff member, please don't return the bags through the returns chute or place them back on the holding shelves. Returning books on time avoids delays to your service.

We cannot accept incomplete sets or separate individual copies. Incomplete sets impact on other groups who are waiting to read that title.

New sets of books are issued to your group according to your meeting schedule, and we rely on the Group returning a complete book set. Keeping your set longer than stated may delay the dispatch of your group's next set of books.

As with all Libraries Tasmania lending items, we do not charge fees for overdue books; we only a charge if books are damaged or lost. If you have lost or damaged a book, let your Secretary know and she can contact the Book Groups Tasmania team directly.

[Need help?](#)

Your secretary is the main point of contact for all book groups. If your secretary can't help you, contact the Book Groups Tasmania team.

If you have suggestions or problems, contact us. If you need help using a computer for your book group, we can put you in touch with someone in your local Library to show you how.

Email: bookgroups.libraries@education.tas.gov.au

Post: Book Groups Tasmania
91 Murray St HOBART 7000

Phone: (03) 6165 5597

We aim to respond to your enquiry within two working days.