

# How to form a book group

To start a book group with Book Groups Tasmania (BGT), all you need is:

- a minimum of three and a maximum of 12 members
- a member to act as Group secretary and the main point of contact. The Group secretary will:
  - register the book group with Libraries Tasmania
  - pick up the books from a library and distribute them to members
  - return the books to the library by the due date

New members can join a group throughout the year.

## Book Group Secretaries

### **The role of the Secretary includes:**

- Registering a new group
- Coordinating members
- Coordinating the pick-up and return of books
- Following up on late books
- Corresponding with BGT
- Annual renewal

Groups renew each year and this is the best time to make changes of secretaries. Anyone in the group who regularly attends meetings can volunteer to be a Secretary. Some groups change secretaries each year. Please [email](#) BGT if your group needs to change Secretary unexpectedly.

## Registering or renewing a book group

To start a new book group the group's secretary needs to complete a [registration form](#). After your secretary registers your new group, BGT will email a registration number and password to get you started.

Groups need to renew each year to confirm the group and member details. To renew your group, please complete a [renewal form](#).

### **Need help using a computer for book groups?**

Please contact BGT, we can put you in touch with someone in your local Library to show you how. Or you could ask a savvy relative or friend to help you during the registration process.

## Having trouble forming a group?

You can express an interest of joining an existing group by completing the [BGT enquiry form](#). BGT will try to match you to an existing group or will try to create a new one in your area. This depends on having others interested in the service near you so there may be a wait period.

## Choosing books

When you first join, your group will need to select some titles. You will find books ranging from classics to contemporary fiction, hot topics, romance, crime, thrillers and more. Non-fiction titles include biographies and books discussing social, historical or cultural issues.

BGT encourages your group to maintain around 30 titles on your selection list. It is also a good idea to include some older titles in your selection. With popular books you may have a wait period due to other book groups requesting the book before you. Ideally BGT will provide you with books from your list each delivery, but if you have a small list of popular books it is possible that none of your preferred books could be available. In this case BGT will send you a Lucky Dip and a reminder for you to add to your selection list.

### **To choose your BGT books:**

- Go to the [BGT page](#) on the Libraries Tasmania website
- At the top of the page is the search box for our BGT catalogue. Use this or our print-friendly [BGT book list](#) to look for books your group would be interested in reading.

If you like having books with discussion notes, type “Information for discussion groups” in to the BGT catalogue search box:

This will provide you with more information on the book including a review or discussion ideas. See the example below:

	<p><b>Milkman</b>  <b>by</b> <a href="#">Burns, Anna, 1962-</a> author.  <b>Date</b> 2018  <a href="#">Information for discussion groups</a>  <b>Format</b> </p>	<input type="button" value="Place Hold"/>
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If your book doesn't come with discussion notes in the back or the 'Information for discussion groups' link doesn't help you, there is a very good article on the LitLovers website that provides suggestions on how to discuss a book:

<https://www.litlovers.com/run-a-book-club/lead-a-book-club-discussion>

There are also some great websites which include book reviews:

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

## Placing Holds

Use the [BGT catalogue](#) to put a hold on the books chosen by the group. Click on 'Place Hold' next to the books of your choice. Each hold you place adds that book to your list.

A computer generated report tells our BGT staff which holds to send to which groups. The report focuses on the books that are on our shelves and the length of time each group has had the book on hold.

Books are grouped in sets of six, which suits the needs of most book groups. If BGT were to keep aside small number of excess books it wouldn't help with filling the requests of other groups.

## If a book is not offered by BGT

Please [email](#) BGT with suggestions of titles we could buy for our BGT book list.

BGT are regularly adding new titles to replace those that are outdated or underwhelming and your feedback would help this process, both in terms of what we acquire and what we withdraw.

## Helping the service to run smoothly

Returning books on time avoids delays to your service. It is also important to keep your list of requested books up-to-date and plentiful.

## Returning books

While we prefer complete sets to be returned, we understand that this can be difficult. If your copy has missed being reunited with the set, simply return it to any library and they will return it to BGT. Likewise you are welcome to return BGT books with your regular library items. Please indicate clearly that it is a BGT item.

New sets of books are issued to your group when the previous complete set has been returned. Keeping your copy longer may delay the dispatch of your group's next set of books. If you are not able to get to your meeting contact your Secretary and let them know and arrange to have the book returned.

As with all Libraries Tasmania lending items there are no fees for overdue BGT books. There is only a charge if books are damaged or lost. If you have lost or damaged a book let your secretary know. Please also contact our BGT staff directly who will be understanding and take account of your individual circumstances.

## Feedback and Contact

Ask your secretary first, they are our main point of contact for all book groups. If your secretary can't help you, please email our BGT Service and we will assist you.

The BGT team welcomes all feedback.

- [Email BGT bookgroups.libraries@education.tas.gov.au](mailto:bookgroups.libraries@education.tas.gov.au)
- Write to us  
Book Groups Tasmania  
91 Murray St  
HOBART 7000
- Phone: (03) 6165 5597

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