

# V-Cat Recommendations for Book Clubs

## When selecting titles for book clubs consider the following:

- Select titles that are at least 1 year past the initial publication date.
- The number of holds currently on the title.
- Increased interest in a title due to celebrity book club, movie or television adaptation, upcoming sequel etc.
- Other book clubs that have selected the title. (Consult the [Book Club Calendar spreadsheet](#))
  - Encourage book clubs to read a wide variety of titles.
  - Plan for a six weeks between book clubs reading the same title. A minimum of two weeks between the posted book club date and the date that the next book club members will pick up their book is recommended.
- Add your book club's title selections and meeting dates to the [Book Club Calendar](#) via the [Book Club Calendar Form](#).

## Placing Holds for Book Clubs

- Book club holds may be placed on a Book Club Card, a Staff Card, or a Patron Card.
- Include a hold note beginning with the date of the book club, and ending with staff initials and location similar to this: "06/19/24 Book Club EM/me"
- Only place holds on the number of copies you actually need.
- Bibliographic (title) level holds are recommended when placing holds for book clubs.

For more information see the Holds – Book Club and Item Level Holds Information document available on the [V-Cat Training Page](#).

Item level holds may arrive slightly faster, but they are more problematic. If you do use item level holds, be mindful that you do not override any blocks when placing holds, and that holds will likely need more follow up.

## Time on the Hold Shelf for Book Club Items

It is acceptable to keep Book Club Holds on the hold shelf more than 7 days, but no longer than 21 days.

## Check Out Periods for Book Club Items

- The total checkout and renewal time for Book Club items should not exceed 72 days (1 initial checkout of 30 days and two subsequent renewals of 21 days each.  $30+21+21 = 72$  days)
- It is recommended that staff check out the item initially for 21 days, if desired staff may adjust the due date to one month from the current date. (The date should not be changed to a date further in the future because changing the initial due date extends checkout period, but does not block future renewals.)
- The patron can then renew the item up to 2 times as needed.
- Book club members are highly encouraged to return their books on the date of the book club meeting. This is especially important if there is another book club reading the title in the near future.

DRAFT