



V-Cat Recommendations for Book Clubs

When selecting titles for book clubs consider the following:

- Age of title. Select titles that are at least 1 year past the initial publication date.
- The number of holds currently on the title.
- Popular interest. Interest in a title can increase due to celebrity book clubs, movie or television adaptations, upcoming sequels 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.
 - Encourage book clubs to have a backup title if their primary selection is not available or already scheduled by another book club.
 - Encourage book clubs hosted at the same library to not read the same title consecutively
 - Plan for six to eight 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](#) at least two months before the meeting date.

Placing Holds for Book Clubs

- Book club holds may be placed on a Book Club Card, a Staff Card, or a Patron Card.
- If placing multiple holds on one 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 TH/lo"
- If placing holds on individual patron cards, a hold note is helpful, but not required.
- Only place holds on the number of copies you actually need. Please promptly cancel holds and check in copies that are not needed.
- Placing multiple Bibliographic (title) level holds using 'Hold Copy Returned Soonest' and the No. of Holds (1-99) field is recommended when placing holds for book clubs.

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.

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

- If your library uses the ‘Not Wanted Before’ date when placing book club holds, mark your calendar to check on the holds

For bib level holds check two days after the ‘Not Wanted Before’ date to ensure that holds are on their way. If they are not, contact the owning library and kindly ask them to pull the items.

For item level holds check the day before the ‘Not Wanted Before’ date and transfer holds on items that are not available to different copies. Also check on the holds two days after the ‘Not Wanted Before’ date to ensure that holds are on their way.

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. It is possible to extend the length of time on the hold shelf from the patron record or the item record.

- Patron record – go to holds > modify hold > select item > change the Pick Up By date.
- Item record – select item > modify hold > change Pick Up By date.

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 to the patron initially for 21 days, if desired staff may adjust the due date to the date of the book club meeting, as long as it is no more than 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, as long as there are not holds on the title.
- 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.
- Items may not be checked out to book club cards as a placeholder until patrons can pick up their book. This is undesirable for two reasons:
 - It artificially inflates circulation numbers for the item / library.
 - It also allows the total checkout for book club purposes to exceed 72 days and could allow items to be checked out for 144 days – over 20 weeks – without a staff override.