

# Book Club Bag Request Form

**About Book Club Bags:** Each bag contains up to ten copies of the title and a folder with discussion questions and articles. Some bags may also contain a large print copy, audiobook or DVD. As most book clubs meet monthly, bags are loaned for enough time to accommodate two meetings (the meeting where they are distributed and the meeting where they are discussed). All of the books will be due back no later than one week after the meeting when they are discussed and we ask that they are returned promptly as they may be booked by another club.

**How to Use this Form:** Save this form to your computer or device. It is suggested that you use your name and book club as the file name (ie Minerva McGonagall Book Club). Type in the needed information; be sure to complete both pages of the form. Note that the pick-up location and dates are drop down selection menus. If you are unable to type in information or use the drop down menus, you may need download an updated version of your PDF reader.

**What Information to Include:** Include your contact information, as well as the titles your club is interested in reading (full list of book club bags can be found [on our website](#)). For each title include the approximate date you wish to distribute that book to club members and the approximate date when the book will be discussed by your club. You can view the availability of different bags [on our Google Sheet](#). This spreadsheet is a guideline only, it does not guarantee availability. Staff will do their best to accommodate your request, but you may receive books in a different order or one of your alternate titles as a substitution.

**How to Submit this Form:** Once you have entered all of the titles and dates, be sure to save the form. Then send us an email at [bookclubs@middlesex.ca](mailto:bookclubs@middlesex.ca) and include the form as an attachment. Alternatively, you can print a copy and return it to the library branch you've selected as your pickup location and have staff submit on your behalf.

**What Happens Next:** Library staff will respond to confirm your bookings and inform you of any adjustments to your request. Then your request will be forwarded to the library branch you've selected as your pickup location. When a bag you've requested arrives at the branch, staff will contact you to advise it is ready for pickup.

## Your Contact Information

**Name:**

**Phone Number:**

**Email address:**

**Pickup Location:**

*Please add book titles and meeting dates on the second page.*



# Book Club Bag Request Form

You can request up to 12 titles at a time, in order to plan a year of meetings. Always include alternative selections in case of scheduling conflicts, lost books, etc. Dates are formatted mm/dd/yyyy eg.12/02/2024.

<b>BOOK TITLE</b>	<b>DISTRIBUTION DATE</b> month/day/year	<b>DISCUSSION DATE</b> month/day/year

**Alternate Titles** *\*\*Please provide at least 2 alternate titles in case of scheduling conflicts*


**LIBRARY USE ONLY**

**Date received:**

**Date confirmed:**

**Notes**