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<b>Policy Number:</b> P23		<b>Pages:</b> 3

## Community Book Clubs Policy

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### Policy Statement

The Pickering Public Library endeavours to support book clubs that are organized and led by Pickering residents by providing meeting space. Community book clubs support literacy and promote the joy of reading.

The Library may offer internal literacy programming, including book clubs, that are separate from the Community Book Clubs.

### Eligibility Criteria

1. The following criteria will be used to determine if a Community Book Club application will be accepted:
  - The Community Book Club leader must be a Pickering resident.
  - The Community Book Club leader must complete the Community Book Club application form and agree to the requirements outlined on the form.
  - 80% of the book club members must be Pickering residents.
  - If the Community Book Club is new, the leader will be given time to recruit members. However, there must be at least eight active members by the end of the first year of operation.
  - All Community Book Clubs must fill out a wrap up survey each year to be considered for application approval the following year.
  - Special consideration may be given to applications from new book clubs, book clubs for new parents, and book clubs geared to newcomers to Canada to ease and support the start of their community book club journey.

### Procedures

1. This Policy will be reviewed every January. The previous year's experience with Community Book Clubs may indicate that changes are required.

2. The Community Book Club application deadlines will be set by the Programming Team at the Pickering Public Library each year. This information will be posted on the Library's website. Community Book Club applications must be submitted in the outlined submission period to be considered.
3. At this time, the Pickering Public Library will try to accommodate **five** Community Book Clubs using Library facilities, depending on meeting room availability. Room availability is subject to change annually.
4. Meeting room space can vary each year based on internal Library operational needs. There is no guarantee that a Community Book Club will have the same time or meeting room every year.
5. Meeting room space is free to successful applicants. The insurance fee associated with outside group rental will also be paid by the Library.
6. Eligible Community Book Clubs that cannot be accommodated at the Library because of space limitations will be booked into available Pickering Recreation Complex meeting space. Under special circumstances, alternative City Facilities may be booked. Exceptions will be rare and must be approved by the Director of Public Services.
7. There is a cost to the Library to book meeting rooms at a City facility and to pay the insurance fee for each Community Book Club. For this reason, the number of Community Book Clubs may be limited due to funding limitations.
8. The Library offers eligible Community Book Clubs space once a month from September to June. It is not possible to provide meeting space during the busy summer months at either the Library or the Pickering Recreation Complex.
9. The Programming Team will review the applications each year and determine which Community Book Clubs meet the criteria for eligibility. Then those applications are reviewed to determine which ones can be accommodated within Library meeting spaces. The staff will ensure that the Library meeting rooms are booked and inform these applicants. Then the Programming Team will book meeting space at the Pickering Recreation Complex for the additional eligible Community Book Clubs and inform these applicants.
10. If the Community Book Club applicant's desired meeting times cannot be accommodated within the Pickering Public Library or at the Pickering Recreation Complex, the Programming Team will work with the applicant to see if an alternate time can be arranged. However, there is no guarantee that we will be able to accommodate every request.
11. While we hope to accommodate every Community Book Club, the Pickering Public Library reserves the right to limit the number of Community Book Clubs, if the demand exceeds our capacity for space or funding.

12. In the event a Community Book Club declines the available meeting space offered or withdraws their interest, they must inform the Adult Client Service Specialist. Contact information available at the Library's website [www.picnet.org](http://www.picnet.org)

For further information please contact: Kathy Williams, Director of Public Services, at [kathyw@picnet.org](mailto:kathyw@picnet.org) or (905) 831-6265 extension 6251.

*Alternate formats available upon request. Please talk to Library staff.*

\*Appendix

The City of Pickering Public Library Board - Community Book Club Sample Application

**Please note: This application is for informational purposes only and a live, fillable document will be available March 1st on the website.**

## The City of Pickering Public Library Board - Community Book Club Sample Application

Please fill in the following information to be considered for our Community Book Club meeting spaces from September 2019 - June 2020. Please note that space is provided on a year-to-year basis and book clubs must reapply every year. Receiving space in the past does not mean that you will automatically receive the same space in the future. This application process will be revised annually to ensure we are serving our entire community fairly. Special consideration may be given to applications from new book clubs, book clubs for new parents, and book clubs geared to newcomers to Canada to ease and support the start of their community book club journey.

Please enter a valid e-mail below in order to receive a copy of this application.

\* Required

1. **Email address \***

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2. **Which of the following describes your community book club?**

*Check all that apply.*

- You are a new applicant
- You have received space in the past

3. **If your book club has received space previously, how many years have you received this space?**

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## Please fill out the following information for the main facilitator of your book club

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This information will be used as the primary contact for your book club

4. **First and Last name \***

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5. **Phone number \***

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6. **Email address \***

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7. **Street Address \***

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# Please fill out the following information for the alternate book club facilitator

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This person will be contacted if the main facilitator cannot be reached, is away, or has left the book club. You may leave this section blank if you are a new book club and are still recruiting members

8. **First and Last name**

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9. **Email Address**

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10. **Phone Number**

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# Please fill out the following information to describe your book club

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This information will be used to determine potential space allocation for your book club

11. **Number of book club members \***

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12. **Number of Pickering Residents \***

A minimum ratio of 80% Pickering Residents is preferred

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13. **When was your book club formed (year) \***

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14. **What are the goals and objectives of your book club? \***

Maximum of 250 words

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15. **Preferred time slot \***

*Check all that apply.*

	Morning	Afternoon	Evening
1st choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**16. Preferred day of the week \***

*Check all that apply.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Community Book Club Application Terms

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**17. In order to be considered for Community Book Club Space, you must agree to the following: \***

*Check all that apply.*

- The information provided in this application is true and correct in every respect and you have not misrepresented yourself or your book club in any way
- You acknowledge that your community led book club is not to be represented as a The City of Pickering Public Library Board program or service, and that the book club does not have the authority to hold itself out as an agency of the The City of Pickering Public Library Board in anyway, the only relationship being that the The City of Pickering Public Library Board has provided space for the book club to run from September 2019 - June 2020
- You will answer a survey sent to the main facilitator email address at the end of June 2020
- Participation in your book club will remain free. Optional fees can be applied to cover the cost of refreshments/beverages/etc at the facilitators discretion
- Should your book club cease to use the space between September 2019 - June 2020, you must contact Jessica Trinier, Client Experience Specialist, - [jessicatrinier@picnet.org](mailto:jessicatrinier@picnet.org) so other groups can be considered for the remainder of the year
- The space may be revoked if there is a misrepresentation, a likelihood of physical hazard to participants or a misuse of premises or equipment.
- You must comply with the Criminal Code of Canada and the Human Rights Legislation at all times.
- The City of Pickering and the The City of Pickering Public Library Board reserve the right to revoke room usage temporarily or permanently at anytime. If this were to occur, an explanation would be provided in a timely manner
- You have reviewed and will comply with the Community Book Clubs Policy found here: [picnet.org/policy](http://picnet.org/policy)

## Notes

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The applicant shall be responsible for the conduct and supervision of all persons admitted to their book club and shall see that all regulations contained herein are strictly observed. Should you have any immediate concern with a book club participant that must be addressed, please talk to staff in the facility where your book club resides.

If you have any issues or concerns regarding Community Book Clubs please contact:

Jessica Trinier  
Client Experience Specialist  
Pickering Public Library  
[jessicatrinier@picnet.org](mailto:jessicatrinier@picnet.org)  
905-831-6261 ext. 6261

Kathy Williams

Director of Public Services  
Pickering Public Library  
[kathyw@picnet.org](mailto:kathyw@picnet.org)  
905-831-6265 ext. 6251

A copy of your responses will be emailed to the address you provided

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