
Last updated January 2019	Reviewed Annually	Point of Contact Kathy Williams, Director of Public Services
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Community Book Clubs Policy

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

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

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