



What to do when a *Book Club in a Bag* arrives at your library:

Check to see if all items are in the bag. There should be 12 copies of each book and a laminated discussion guide – 13 pieces in all. If the bag is missing any piece, call CEFLS (518-563-5190).

If all items are accounted for, scan the barcode on the canvas bag in the Checkin/Request Processing window to trigger the hold.

If the patron has e-mail notifications, scanning the barcode will automatically let them know to pick up the bag at your library. If the patron does not have e-mail notification, call to notify.

Checking out to a patron

When the patron comes in to pick up the *Book Club in a Bag*, count the items as you would for an audiobook or any other title with multiple pieces.

Check the *Book Club in a Bag* out to the patron and let them know that its loan period is 6 weeks.

Explain to the patron that they are responsible for all the items in the bag and that the bag must be returned with all the pieces at the same time. The item will remain on the patron's record until all the pieces are returned. Each individual book is numbered; we recommend that the patron checking out the bag keep track of which member of their book club has which number.

Checking in the item

When the patron returns the *Book Club in a Bag*, count all the pieces before you check it in, and verify 12 copies of the book and one discussion guide are in the bag.

If items are missing, do not discharge the *Book Club in a Bag*. Remind the patron that they are responsible for the missing items.

Individual pieces cannot be returned by patrons to any library and they should not go through the van delivery process, as with any other item with multiple pieces unless specified by Julie Wever at CEFLS.

If no pieces are missing, check in the bag and send it to its next destination with the correct transit slip around the handle (stapling or taping a slip around the handle works best).

What if the patron doesn't pick up the bag?

As with all held items, if the patron does not pick up the *Book Club in a Bag* within your library's designated time to keep a hold on the shelf, remove the hold and scan the barcode to see if it goes back to CEFLS or moves on to the next patron in the hold queue.