

## Book Group Registration/Renewal Form

If you wish to apply for or renew book group registration, one member of your group should complete, sign and return this form. That person will be the coordinator for your group and the link between your group and the Culture Perth and Kinross Book Group Team.

Once completed the form can be handed in at any library in Perth and Kinross or sent to –

**Book Group Team, AK Bell Library, 2-8 York Place, Perth PH2 8EP**

The annual Book Group Reservation Service fee is £6 per book group member. Payment can be made in cash or by cheque made payable to 'Culture Perth and Kinross Ltd'. When your registration form and payment have been received, the Book Group Team will contact you to arrange delivery of your first collection to your specified library.

<b>Book Group Name</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Contact telephone number</b>	
<b>E-mail address</b>	
<b>Number of members</b>	
<b>Library Collection Point</b>	
<b>Frequency of meetings, e.g. 1<sup>st</sup> Friday of every month</b>	
<b>Group meeting dates</b>	
<b>How long books are to be issued for</b> (usually 4, 6 or 8 weeks. This should include 2 weeks 'travelling time' if a collection is going to be picked up and returned to a library other than the AK Bell Library in Perth)	

**Terms and conditions:**

- The group coordinator must inform all members that lost and damaged books will be charged at the full replacement cost.
- The group coordinator must inform the Book Group Team of any changes to group contact details. Updated contact details will be requested annually.
- The group coordinator must ensure the prompt return of books after each meeting. The Book Group Team will contact the group coordinator to pursue overdue items or outstanding monies. For your convenience please use the issue sheet provided with your book set to track which member has received which copy of the title.
- We are unable to accommodate requests for titles that are outwith our collection list
- The Book Group Reservation fee is non-refundable.

<p><b><i>I accept the terms and conditions of the Culture Perth and Kinross Book Group Reservation Service</i></b></p> <p>Signature of Book Group Coordinator:</p> <p>Date:</p>
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As book group coordinator we would like to send you information about Culture Perth and Kinross events and activity that may be of interest to your book group members. If you would like to receive this information by email please opt-in below.

***Yes, please email me information about events and activity that may be of interest to my book group members***

You can change your mind and opt out of receiving communication about events and activity at any point. Please email [LibraryBookGroups@culturepk.org.uk](mailto:LibraryBookGroups@culturepk.org.uk)

**Data Protection Statement (GDPR Compliant)**

**The information (data) you provide will be used by Culture Perth and Kinross to manage your book group reservation service. It is Culture Perth and Kinross policy to protect, and keep secure, all personal data collected.**

**Culture Perth and Kinross is registered as a Data Controller with the Office of the Information Commissioner as required under the General Data Protection Regulation and all applicable data protection legislation. Culture Perth and Kinross only processes data in accordance with the legislation and for the purposes notified to the Information Commissioner.**



Culture Perth & Kinross Ltd is a Scottish charity (SC046353)  
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Office Use Only

Payment Received	£
Date	
Staff member	
Payment is £6 per book group member. Payment should be rung through the cash register and a receipt issued. Please forward this completed form via internal mail to the Book Group Team, AK Bell Library, Perth	

