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# Community Book Clubs Procedure

## 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.

## Principles

1. The following criteria will be used to determine if a Community Book Club application will be accepted:
  - 1.1. The Community Book Club leader must be a Pickering resident.
  - 1.2. The Community Book Club leader must complete the Community Book Club application form and agree to the requirements outlined in the form.
  - 1.3. A minimum of 80% of the Community Book Club members must be Pickering residents.
  - 1.4. 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.
  - 1.5. All Community Book Clubs must fill out a wrap-up survey at the end of each year to be considered for application approval the following year.
  - 1.6. Special consideration may be given to applications from new book clubs and underrepresented groups within the Pickering community, to ease and support the start of their Community Book Club journey.

## 2. Procedures

- 2.1 This Procedure will be reviewed every January. The previous year's experience with Community Book Clubs may indicate that changes are required.
- 2.2 The Community Book Club application deadlines will be set by the Events 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 before the deadline to be considered.
- 2.3 At this time, the Pickering Public Library will try to accommodate as many Community Book Clubs using Library facilities, depending on meeting room availability. Room availability is subject to change annually.
- 2.4 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 date, time, or meeting room every year.
- 2.5 Meeting room space is free to successful applicants. The insurance fee associated with outside group rental will also be paid by the Library.
- 2.6 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 space limitations.
- 2.7 The Library offers eligible Community Book Clubs space to host meetings once per month from September to June. It is not possible to provide meeting space during the busy summer months (July and August) at the Library. The Events 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.
- 2.8 While the Library hopes to accommodate every Community Book Club, the Library reserves the right to limit the number of Community Book Clubs if the demand exceeds our capacity for space.
- 2.9 In the event a Community Book Club declines the available meeting space offered, or withdraws their interest, they must inform the Adult Client Experience Specialist. Contact information is available at the Library's website at [www.pickeringlibrary.ca](http://www.pickeringlibrary.ca).

For further information please contact: Shobha Oza, Director, Engagement & Client Experience at [shobhaoza@pickeringlibrary.com](mailto:shobhaoza@pickeringlibrary.com) or (905) 831-6265 extension 6251.

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