

Book Club Card

Book club leaders are entitled to a special library card with unique borrowing privileges. With this card, book club leaders may request multiple copies of the same title with automatic renewals and no late fees. Book club borrowing privileges include the following:

- Request up to 15 books per title (up to three titles) on hold at a time.
- Check out up to 60 items (excluding DVDs) on the card.
- Request holds in person, by phone, fax, or [online](#).
- Pick up book club books as a group or individually at the requested library location.

To obtain a new Book Club Card you must:

- Be eligible for a regular card
 - Verify your identity with a current photo id;
 - Verify your home address with one of the following:
 - Driver's license
 - State identification card
 - Pre-printed rent receipt
 - Pre-printed personal check with name and current address
- Be the contact/leader for your book club.
- If you have a personal card, it must be in good standing to qualify for a Book Club Card.

Applying for a Book Club Card

- Apply in person at any of our [neighborhood branches](#) or the Main Library's [Circulation Services Department](#)
- A [paper application](#) may be downloaded from our website and brought in to your neighborhood branch or Main Library to complete the process.
- Book club leaders with disabilities who are unable to visit the Library may apply by mail.

Book Club Cards expire August 1 and may be renewed when you:

- Verify your home address;
- Verify your contact information;
- Demonstrate that your Book Club card and personal card has no excessive fines or overdue materials.

Requesting book club collection

- Request a book club collection in person or by phone at (513) 369-6900, fax at (513) 369-3111 or [online](#).
- All formats may be requested (please request formats other than Print in the Notes section of the online request form). There may be a limited availability of CD audiobooks, large print and Playaways.

- The requestor will be notified that all copies have arrived at the selected library location and are ready for pick-up.
- Items will be held for five (5) days after the leader/requestor is notified.

Picking up, checking out and returning book club collection

- The entire book collection may be picked up as a group or book club members may individually pick up their own books at the requested pick-up library location.
- Book club leader or member should visit the Service Desk and request your book club collection or copy. Using the book club card number and PIN to pick up the hold will facilitate the checkout process but is not required.
- You may not use the book club card to check out items other than the book club items.
- The loan period is 21 days.
- Items will be automatically renewed up to 8 times, as long as there are no other holds.
- Books may be returned individually at any library location.

Please Note

- Your Book Club Card allows you as a leader to facilitate borrowing multiple books of the same title for your book club members. Your Personal Card allows you to take advantage of all other library services.
- Because of library system limitations, the book club leader/card holder will receive overdue notification(s) when there are holds on a specific copy (copies) of the book title or the item (or multiple items) has reached the eight-renewal maximum.
- Materials will not accumulate fines but will become overdue after the final renewal date.
- Your Book Club Card privileges may be suspended if:
 - Items on the card become nonrenewable for any reason.
 - Personal card fines exceed \$10.00.