

Reading Group Sets and Playsets Terms & Conditions

Hampshire Libraries support reading and drama groups by providing sets of books and plays for groups to read and discuss or perform.

Playsets

There are over 900 playsets in the collection from standard classics to modern plays. A single copy collection complements the sets. Reservations for single copies of plays are free for groups who have taken out Reading and Drama Group membership.

Reading group sets

There are over 1,100 reading group sets for you to choose from. The focus of the collection is modern fiction, but we also have some classics and non-fiction works. All sets have 10 copies and, subject to availability, we can also supply up to 2 large print and 2 spoken word editions to support group members who have difficulty reading standard print due to sight loss or other conditions. Groups can also submit reviews on the library catalogue for the benefit of other groups.

How can my group borrow sets?

Your group can borrow sets by joining the Reading and Drama Group membership scheme. There is an annual membership fee to join the scheme - see the website for current charges or ask at your local library. The benefits of membership are:

- A wide range of titles supplied in convenient sets and exclusively for the use of reading and drama groups
- Pick and mix from playsets and reading group sets
- Sets can be booked up to 12 months in advance
- We require at least a 2 week notice before your start date
- Order online and collect from your local library
- Borrow up to 12 sets per year (additional sets can be requested for £1 a set)
- A loan period of 8 weeks starting from the pickup date you give us (performance groups can request a longer loan period)
- Free reservations for single copies of plays to help you make your selection
- Up to 2 large print and 2 spoken word formats can be requested, subject to availability, at no extra cost (applies to reading group sets only)

You can take out membership at your local library. Nominate a representative to register your group and to be a point of contact. The library will issue your group with a library card using the representative's contact details.

The person registering the group is responsible for all items borrowed and any charges incurred. The library must be notified if the group representative changes.

How do I request a set?

You can request reading group sets and playsets on the library website using the online request form or at your local library. To request a set online:

On the library website, follow the link to Reading Group Sets or Playsets

[Books and more | Hampshire County Council \(hants.gov.uk\)](#)

Select the relevant links for further information on either reading group sets or playsets. Each link will explain how to view and request the sets.

- Before making a request, you must first check whether the set is available. Click on the 'Check availability' link to open the online spreadsheet for either reading group sets or playsets. Existing bookings are blocked out in red. Make sure there is a clear 3-month slot, starting with the month in which you want to pick up the set. For example, if you wish to pick up the set in March, check the spreadsheet to ensure that March, April and May are free. This is to allow for transportation between bookings and to ensure groups get their sets on time.

Tip – although you can open the spreadsheet in most web browsers, it tends to work best in Google Chrome.

- We require a minimum 2-week notice period for a booking.
- Multiple requests can be made on the one form and contact details need only be entered once. Note however that you cannot mix reading group sets and playsets on the same form - you must choose one or the other.
- Complete the form following the prompts at each stage. Click YES on the 'Add another set' button for each additional request you enter to a maximum of five. Use the Notes box to provide any additional details. Once you have added all your requests, click on the submit button.
- When the request is submitted, an automated acknowledgement email is sent to you.
- Once the request has been processed by library staff, a further email is sent to you confirming the bookings or advising of any problems.
- Your pickup library will contact you when the set is available for collection.
- The set is issued to your group for 8 weeks starting from the pickup date you gave us on the request form. Performance groups can request a longer loan period.

How do I return a set?

You should return the *complete* set to your library before or by the end of the loan period. If you are unable to return all copies in the set at the same time, please notify library staff.

Please note that sets cannot be renewed.

The terms and conditions of membership require groups to return sets on time and we do reserve the right to charge for sets that are returned late at the standard rate. If sets are not returned on time, it undermines the efficient operation of the service. Late returns have a major impact on further bookings and require additional staff time to resolve. Don't forget that you have the flexibility at the booking stage to arrange your own loan dates up to a maximum of 8 weeks.

Lost or damaged items

Payment is required for lost or damaged items. Replacement copies are not accepted. The payment charge is the full retail cost (RRP).

Once payment is received, a refund cannot be made should a lost item be subsequently found.

How do I cancel a set?

Click on the link [Cancel a booking](#) and complete the form following the prompts at each stage.

Requests for titles not held in the collection

You can suggest titles for purchase using the [Suggest an item for purchase](#) form.

Indicate whether the suggestion is for a reading group set or a playset.

All items suggested will be considered although may not necessarily be purchased. As these are suggestions, you will not be asked for your personal details and we will not contact you.