

Book Club Set Lending FAQ

1. What has changed, and why?

Book Club Sets used to be checked out by contacting assigned staff, who used paper forms to keep track of what was out and who had what set. Due to this, there was no way for patrons to know which sets were currently available and which weren't. We wanted to pivot to a system that provides better consistency with the way we lend our other items, so we have now added our Juvenile and Adult Book Club Sets to our catalog! In addition to the process being easier for patrons, this new system will also make it simpler for staff to collect statistics and bill for lost/damaged items.

2. Does this process apply to Young Adult (Teen) Book Club Sets?

Not yet, but it will in the future. Since this is a new process, we wanted to do a trial run with our Juvenile and Adult Book Club Sets and determine if there are any changes or improvements that need to be made before we launch Young Adult Book Club Sets in the catalog. For the time being, you can request YA sets by contacting library staff or fill out our request form on our website [here](#).

3. How do I find Book Club Sets in the catalog?

There are multiple ways to search for Book Club Sets in our catalog.

- Search by Title/Author
 - a. Enter a title/author in the Encore search bar
 - b. Look at the left side of the screen, where you'll find the Refine column
 - i. Find "Location"
 1. Search through the locations offered, clicking to expand the list if necessary.
 - a. Do you see "Bookclub sets" as an option? GREAT! That means we have a Juvenile Book Club Set(s) for that title/author in our collection.
 - i. Click on the box next to "Bookclub sets," and that should refine search results to show JUST the book club set(s).
 - b. Do you not see "Bookclub sets" as an option? That means we do NOT have a Juvenile Book Club Set for that title/author in our collection.
- Search for entire Juvenile Book Club Set OR Adult Book Club Set collection
 - a. Enter "**Juvenile Book Club**" OR "**Adult Book Club**" in the Encore search bar
 - i. Because of the way the catalog works, you'll likely get some results that are not Book Club Sets
 1. To ensure that you're only seeing Book Club Sets, choose "Bookclub sets" under location in the Refine column on the left of the page

4. Why do some Book Club Sets have 1 bag and some have 2 bags?

The size of the books in our book club sets vary, and some sets have more copies than others. If a full set doesn't fit comfortably in one bag, we've divided it between two bags to make them easier to handle. You can choose to request one or both bags depending on your book club's needs.

5. How do I reserve a Book Club Set?

When you've located the Book Club Set you're interested in on our catalog, click the "Request it" button to the right of the page. If you're not already logged into your library account, you'll be prompted to enter your library barcode number and PIN at this time.

If the set you're interested in has two bags, you'll be prompted to choose which bag you'd like to put on hold. Once you choose one, press "Submit." After this, you'll see a note next to the item that says, "You've placed this item on hold." If you'd like to place the other bag on hold so you have the whole set, you can click the "Edit Hold" button to the left of this note and choose "Add Another Hold."

When the Book Club Set is ready for you to pick-up, you'll receive a notification just like you would for any other hold at WDMPL. You have one week to pick the set up.

6. Do I have to reserve a Book Club Set to check one out?

Yes. Like our STEM and Learning Kits, you must place a hold on a Book Club Set before you can check it out.

7. Where do I pick up my Book Club Set? Where do I return them?

Book Club Sets will be picked up and returned at the first floor Accounts and Checkouts desk. You must have a West Des Moines Public Library card in good standing to check out.

8. How long can I keep my Book Club Set?

Book Club Sets check out for 10 weeks and are not eligible for renewal.

9. What happens if a copy from a set gets damaged or lost?

The patron who checks the Book Club Set out will be billed for any lost or damaged copies and will be responsible for payment.

10. Can I check out more than one Book Club Set out at once?

Absolutely.