



TRACY MEMORIAL LIBRARY

304 Main Street
New London, NH 03257

Book Club Requests

Tracy Memorial Library offers interlibrary loan services to local book groups. Patrons with a valid TML card may request multiple copies of books from other libraries.

Guidelines

Local book clubs may request multiple copies of books if:

- The books are not current best sellers
- The books are at least 6 months old

TML may not be able to fulfill a request due to circumstances beyond our control. You may want to have a second choice or we can offer an alternate title suggestion.

How To Make A Request

1. Please designate a book group leader/contact person for your book group. The leader must be a card holder in "good standing" (the card is current and without significant fines/overdue materials).
2. The leader must complete a pink Book Club Request Form at least 3 weeks before needing the books. Paper forms are available at the circulation desk. Please submit your requests as far in advance as possible.
3. In order to complete the Book Club Request Form the leader must have all the following information:
 - A. The title and author of the book
 - B. Number of copies needed
 - C. Special format request (Large Print, Audio books)
 - D. The date you will be picking them up
 - E. The date you will be returning the books to the library
 - F. The name and phone number of group leader

Responsibilities of the Group Leader:

- Complete the Book Club Request form at least 3 weeks prior to when you need the books.
- Return all books in the provided basket with sign out sheet by the date you provided for return date.
- Book Club leader is responsible for returning books on time and paying any overdue/ damaged/ lost fees.