

# North Tyneside Libraries

## Community Reading Group Registration Form

North Tyneside Libraries have a selection of book sets which can be borrowed by reading groups in the community.

Your group may borrow multiple copies (up to 12) of the same book from a specially selected list of titles. The loan period is eight weeks. There is no charge to borrow the books.

The titles cover a wide range of genres and include debut authors and foreign writers through to classics. Your group will be asked to choose 12–20 titles in advance from the reading group stock list.

The books are loaned to your reading group and not to individual members but we ask each group to nominate a contact person who will be responsible for collecting and returning the books. These can be picked up from and returned to any North Tyneside Library of your choice. The contact person will also receive updates to the stock list and information relating to library events.

To register your reading group, please complete this form and hand it in at your nearest library or email it to **killington.library@northtyneside.gov.uk**

<b>Your details</b> (this information is for library use only & will not be shared without your permission)	
Name	
Address	
Telephone number	
Email address	

<b>Group details</b>	
Name of reading group	
Which library will you use to collect & return your books?	
How many copies of each book will you need? (max. 12)	
Day, time & frequency of meetings (e.g. 3 <sup>rd</sup> Friday of the month, 2pm)	

## **Information held about you by North Tyneside Libraries**

In order to provide library services to you, it is necessary for North Tyneside Council to collect and hold personal information about you.

We will only keep your information for the minimum period necessary, as outlined in our record retention schedules. This information will include:

- name, address, telephone number, email address;
- records of items you have borrowed

### **How will we use the information we hold about you?**

We will collect information about you (where applicable) to:

- set up your library account so you can use the library facilities
- assign you the appropriate borrower type, i.e. Reader's Group
- send you information relating to your account, e.g. notifications about overdue items
- notify you when reading group items are ready for collection
- produce statistical information, this will be anonymous

### **Who will we share your information with?**

We may share your information with partner organisations, including our Library Management Systems suppliers, but this will only be in the context of administering the system.

We will not normally share your information with organisations other than our partner organisations without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations.

Any information which is shared will only be shared on a need-to-know basis with appropriate individuals. Only the minimum information for the purpose will be shared.

### **Accuracy of your information**

It is important that we hold accurate and up to date information about you in order to deliver the appropriate services. If any of your details have changed, please ensure that you inform us as soon as possible so that we can update your records.

You can ask us at any time to have your data removed.



**North  
Tyneside  
Council**