

Reading Group Book Request Form

Telephone hotline: **03302 225588** – Monday to Friday 10am – 4pm

[Complete this form online](#)

Please use the form below to request book titles for your group. We recommend that you request three titles at a time, for three future meetings, and provide alternatives in case your first choices are not available. We cannot guarantee that books can be supplied in the preferred order you give as this depends on availability, but we will contact you to confirm what is ordered.

Please follow the guidance below for requests:

- Indicate the date you wish to collect the books (books will be issued for 7 weeks).
- Provide at least **4** weeks' notice to ensure requests can be supplied.
- If you require titles in large print and, or, audio format, indicate the format and number you would like in the 'Notes' field.
- Avoid requesting books published within the last year.
- Refer to the 'Guidelines for Reading Groups' for further information.

Information required	Your details
Reading group name	
Library card number	
Contact name	
Phone number	
Email address	
Preferred method of contact	
Library to collect books from	

	Title	Author	Copies	Collection date	Notes
1					
2					
3					

Alternative titles (if we cannot provide the above books for your group)

	Title	Author
1		
2		
3		