

Sets of Books for Skills for Life Groups



Sets of books for Skills for Life Groups

What is a Quick Reads Set?

A Quick Reads Set is a set of 10 copies of the same title from the Quick Reads collection that can be loaned to a “Skills for Life” group.

Membership

How does the group join the Library?

- Each group must have a Contact Person who takes responsibility for borrowing and returning the sets.
- For the group to become a library member, the Contact Person needs to complete an application form on behalf of the group and provide one official proof of ID (either something showing their name and address or a photo ID that includes name).
- The Contact Person will be responsible for the group library card, as well as the items that are on loan to it.

What if the Contact Person changes?

- The new Contact Person needs to bring the group library card into the library.
- Library Staff will update the library records.
- A new card will be issued which the new Contact Person will sign for.
- They will then assume responsibility for the card and any items on loan to the group.

What if we lose the card?

- Please notify the library that the card has been lost as soon as possible. Remember, if someone finds it and uses it, and the card has not been reported missing, the group will be responsible for anything taken out.
- For a replacement card to be issued, the Contact Person needs to visit the library so that they can sign for the new card.
- There is a charge of 50 pence for replacing a lost card.

Loans

Borrowing sets

- Each set consists of 10 copies.
- The initial loan period will be for 6 weeks (42 days), with a renewal period of 3 weeks (21 days).
- Groups will be allowed to borrow a maximum of 3 sets. This allows for a set that is about to be returned, a set currently being read, and a set that has been borrowed in preparation for the next group meeting.

Returning sets

- All copies in the set **must** be returned at the same time. If you return an incomplete set, staff will renew it, if necessary, and ask you to return all copies at the same time.
- A reminder letter will be sent when the set is one week overdue. If the set becomes 3 months overdue, a bill will be sent for the cost of replacement.
- A charge of 25 pence will be made for each letter that is sent.
- As we have a limited number of sets, it would be helpful if groups would return sets as soon as possible to make them available for other groups.
- We won't charge fines, but expect sets to be returned promptly or renewed.

Renewing a set

- One renewal will be allowed on a set to allow the group to keep it for a further 3 weeks, after the initial 6-week loan.
- Sets can be renewed by telephone by staff at any of our libraries. When renewing a set, please be ready to give the library staff your group's library card number when asked. You can also renew online at <http://library.sheffield.gov.uk> but you will need the group's library card number and PIN to do this.
- If another group has reserved the item, prompt or early return would be appreciated.

Lost or damaged copies

If a set copy is lost or badly damaged, please provide a replacement copy, of the same edition if possible. If the book is out of print, please let library staff know and we will make an appropriate charge. If damage is minimal, we will make an appropriate charge for the level of damage caused.

Reserving a set

Where are sets available from?

- The sets are stored at Manor Library, Ridgeway Road, Sheffield S12 2SS, and are available to be collected from there on request (in person or by telephone). Tel: 0114 203 7805.
- If you want to collect a set from your local library, sets may be reserved in any of our libraries or on the Internet, and collected from the library of your choice. Library staff can do this for you or you can do it yourself on the Online Library Catalogue (see below)

What if the set I want is already on loan?

You may place a reserve on the set and you will be notified by post or email when it becomes available. There is no charge for this service.

How do I reserve a set on the Internet?

The Library Catalogue can be accessed using the following web address:
<http://library.sheffield.gov.uk>

The display below is the welcome screen and basic search box.

The screenshot shows the Sheffield City Council Library Catalogue website. The browser address bar displays <http://library.sheffield.gov.uk/uhtbin/webcat>. The page header includes the Sheffield City Council logo and the slogan "Sheffield where everyone matters". A navigation menu contains links for "Library Catalogue", "24 Hour Services", "Contact Us", "My Account", and "I Would Like". A search box is prominently displayed, with a dropdown menu set to "words or phrase" and a "Search" button. Below the search box, a "library:" dropdown is set to "ALL Sheffield Libraries, Archives & Information", and a "Power Search" link is visible. The "Highest Interest Items" section lists a book titled "The Royal broomstick" by Heather Amery, with the subject "Children's". A "More items" link is provided. The footer includes a "Powered by: SirsiDynix" logo, a copyright notice for 2000-2008, and a "TOP" link.

Enter your search terms in the search box (Author or title etc.) and include the words *Quick Reads Set*.

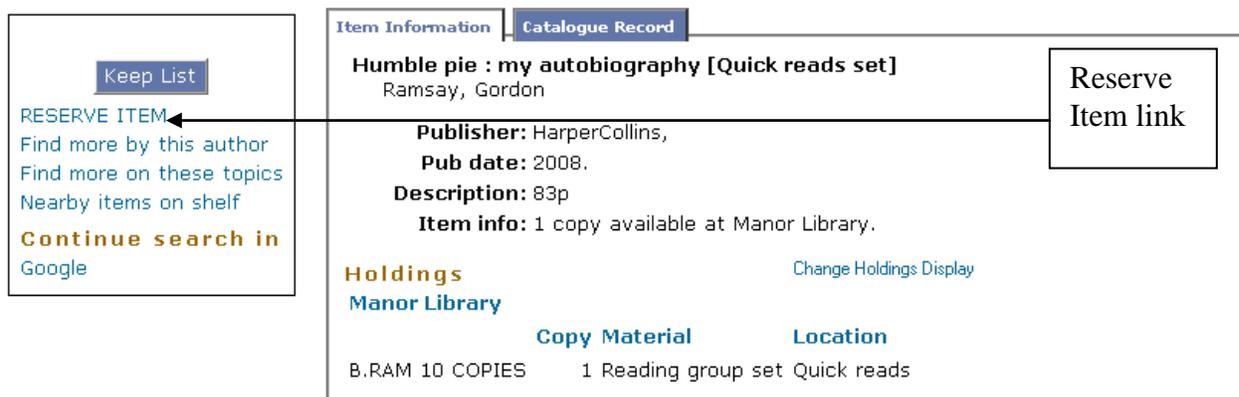


Humble pie Quick Reads Set words or phrase Search

library: ALL Sheffield Libraries, Archives & Information

Power Search

Click the *Search* button to display the record. Click the *Reserve Item* link to place a request for the set.



Keep List

RESERVE ITEM

Find more by this author
Find more on these topics
Nearby items on shelf
Continue search in Google

Item Information Catalogue Record

Humble pie : my autobiography [Quick reads set]
Ramsay, Gordon

Publisher: HarperCollins,
Pub date: 2008.
Description: 83p
Item info: 1 copy available at Manor Library.

Holdings [Change Holdings Display](#)

Manor Library

Copy Material	Location
B.RAM 10 COPIES	1 Reading group set Quick reads

Reserve Item link

At the screen displayed, enter the group card number, PIN and pickup point in the relevant boxes and then click the *Reserve Item* button.

A screen message will confirm your reservation has been placed. Click OK

You will receive a letter by post or email to tell you that the set is ready for collection at your chosen pickup point.

What if I want to look at the list of all titles available?

Enter *Quick Reads Set* in the *Words or phrases box* and click the *Search* button.



Library Catalogue 24 Hour Services Contact Us My Account I Would Like

Logout

Quick Reads Set words or phrase Search

library: ALL Sheffield Libraries, Archives & Information

Power Search

A list of all titles in stock will display and you can then click the *Details* button for more information on any title –

Search Results

words or phrase "Quick Reads Set" search found 76 titles.
Description << 1 2 3 4 >>

#1	Fiction 10 COPIES	1994
Details	Housework [Quick reads set]	
Keep List		
#2	Fiction 10 COPIES	1994
Details	Shopping [Quick reads set]	
Keep List	1 copy available at Manor Library in Quick reads	
#3	Fiction 10 COPIES	1999
Details	A holiday in London / [Quick reads set]	
Keep List	1 copy available at Manor Library in Quick reads	

Details button

If you want to make more choices, click the *Power Search* link at the basic search screen to display the Advanced Search options.

using the

Library Catalogue 24 Hour Services Contact Us My Account I Would Like

Logout

words or phrase Search

library: ALL Sheffield Libraries, Archives & Information

[Power Search](#)

Power Search link

The Advanced Search Screen will display. Enter *Quick Reads Set* as shown below and then add any additional information in the relevant box. For example, a sort order.

Advanced Search

words or phrase And

author And

title And

subject And

series And

periodical title And

ISBN And

Class Number

library: ALL Sheffield Libraries, Archives & Information

language: ANY

type: ANY

location: ANY

item category1: ANY

format: ANY

match on: Keywords

pubyear:

sort by: Author

Enter Quick Reads Set here

Click the drop-down arrow and select your preferred sort order here

Click the *Search* button.

Renewing Items or checking your reservations

To renew the set you have on loan or to check the progress of any sets you have reserved, login using your group card number and PIN and then click the *My Account* Link

The screenshot displays the Sheffield Library website interface. At the top left is the 'field council' logo and the slogan 'Sheffield where everyone matters' with a photo of people. A 'Login here' box points to a login form with fields for 'Card number' and 'PIN:', and a 'Login' button. To the right is a 'Library Info' menu with links for 'Children and Young', 'Events', 'Hours', 'New Titles', 'Services', and 'Using the Library'. A dark navigation bar contains links for 'Library Catalogue', '24 Hour Services', 'Contact Us', 'My Account', and 'I Would Like', with 'Help' and 'Logout' on the left. Below this is a search box with a text input, a 'words or phrase' dropdown, and a 'Search' button. A 'library:' dropdown is set to 'ALL Sheffield Libraries, Archives & Information', with a 'Power Search' link below it. A box on the right says 'Click the My Account link here' with an arrow pointing to the 'My Account' link in the navigation bar. At the bottom, under 'Highest Interest Items', the title 'The Royal broomstick' is listed.

Click the *Review my account* link or *Renew my materials* in the *My Account* option and proceed as required.