

2011



Handbook for Groups

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Introduction

Welcome to the Book Discussion Scheme (BDS). We trust you will enjoy another year of good reading.

This *Handbook for Groups* is revised every year to bring convenors up-to-date.

The handbook is available to all groups and should be kept for reference by the convenor during the term of membership.

This publication should answer most questions about the BDS and how it operates, as well as advising on matters concerning procedures. Where the convenor has appointed a temporary reliever, the handbook should be made available to the person concerned. Extra copies are available free of charge from the BDS office. An online copy is available on www.bds.org.nz

The BDS office is closed for approximately two weeks during the Christmas/ New Year period, and statutory holidays.

Further enquiries may be directed to the:

Book Discussion Scheme

PO Box 7126, 440 Colombo Street

Christchurch 8240

Phone: 03 365-6210 Fax: 03 365-6054

bds@bds.org.nz

www.bds.org.nz

Business hours: 09:00 – 17:00, Monday to Friday

We wish you the happiest of reading in 2011 and thank you for your membership of the BDS.

© FWEA Book Discussion Scheme, 2011

Function of the BDS.

The Book Discussion Scheme (BDS) is a member of the Federation of Workers' Educational Associations (FWEA).

The book groups are designed to:

- ♦ work towards a just and equitable society
- ♦ broaden minds through reading and discussion
- ♦ strengthen communities by meeting community learning needs
- ♦ encourage a sense of community and social cohesion
- ♦ provide pleasure of reading and lifelong learning
- ♦ encourage critical thinking
- ♦ create awareness of social issues and cultural diversity.

Function

The BDS provides individuals with the opportunity to get together in small groups to discuss a range of literature. The objective is that members of each group will read the material supplied for a month (or two months for the Half Programme) and meet to discuss it.

Programmes Available

There are three programmes available for readers:

1 Full programme – books

One book a month from late January (or early February) to October/November.

2 Half Programme – 5 books

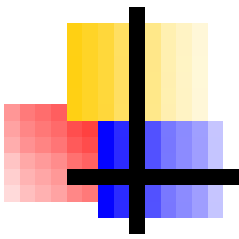
One book every two months from late January (or early February).

3 Student Programme – 5 books

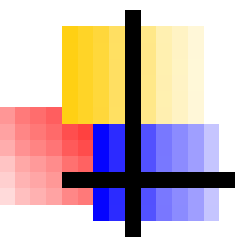
One book a month from late January (or early February) to May/June (the first two terms of the year when senior students have more time).

Function of the BDS

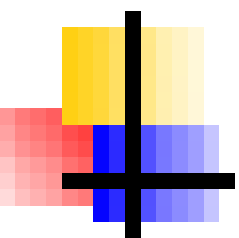
How the scheme works



The first set of books is sent to the convenor in time for the first meeting. Obviously at this first meeting you won't be able to discuss the book as you've just received it. It is suggested that you take this opportunity to carry out administrative tasks such as sorting out payment of membership fees, courier bags, introducing members and arranging a roster for venues (if appropriate). Please advise your members of the group's name and number (eg, Auckland 488), and if some of your members don't know you well, please advise them of your surname. Sometimes members have to phone or email us and they don't know their own group name nor the surname of the convenor.



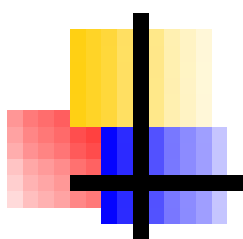
A month later the second set of books is sent out prior to the group's meeting. The group then gets together to discuss the first book which they've had for a month. At the end of the meeting, the first set and the booknotes are handed back to the convenor and the second set is distributed to members with the booknotes for them to take home and read over the next month. Every member receives their own copy of the book along with booknotes.



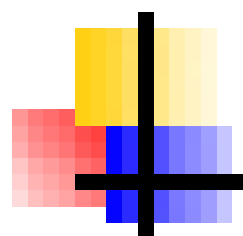
Book selections are made each year by the group from the current BDS Catalogue. A maximum of ten titles are issued over the year. (Groups collecting their books from the BDS office receive eleven titles.) Discussions can be any length in duration but most groups meet for one to two hours. The discussions can be guided by the questions contained in the booknotes but the format of your meeting is of course up to you and your group.

Getting started.

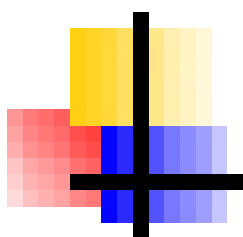
An information package is sent on application. This includes an enrolment form, the current catalogue and this handbook.



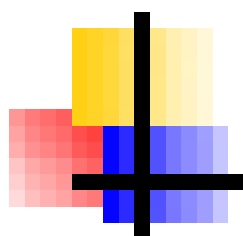
Recommended size of groups: 7 — 12 members. Groups with numbers outside this range do not generally function as well. If your group has six or less members, a minimum group membership fee applies. This is to encourage groups to increase their membership. ***The BDS office usually only supplies books up to a maximum of twelve members in any group.*** If your group would like to increase your numbers over 12, please get in touch with us and we can talk this through.



Nomination of a convenor: The convenor is the group organiser and representative. She or he acts as the contact person for the BDS office, as well as for the group members. This is an important role that does involve some duties and responsibilities. (See 'Convenor Responsibilities' pp17—18.)



Enrolment and book choices: Each year members will be sent a summary of their group's details held at the BDS – they must review these details and either confirm the details or advise of any amendments. Book choices for the year should also be forwarded at this time. When we come to select your monthly title, some books will be out on loan, so we ask for 25 titles to ensure you receive books that you want to read. Your group should keep a copy of the amended enrolment form for reference during the year.



New group fee: A one-off, start-up administration fee of \$30-00 per group (not inclusive of membership fees) is payable on joining the BDS. This must be forwarded with the enrolment form to confirm membership, and is non-refundable.

Getting started

Once complete, return the enrolment form to the:

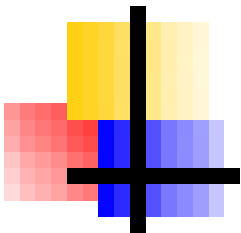
Book Discussion Scheme

PO Box 7126, 440 Colombo Street, Christchurch 8240

Phone: (03) 365 6210 Fax: (03) 365 6054

Confirmation: Notification confirming membership will be sent to the convenor once the enrolment form and administration fee are received. This note will also advise when the first set of books will be despatched (or packed for groups that collect). They will be sent prior to the first meeting, or at a time nominated by the group.

Group name: Your group will be given an area name and number eg, CHCH 320. Please use this code when you correspond with the BDS office.



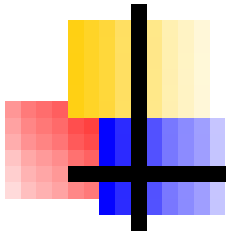
Groups on a calendar year membership: The annual membership fees must be paid in full by **28 February**. (See 'Fees', pp11—13.) To receive the maximum number of titles (ten), groups must start between late January – early February, have consecutive monthly meetings and return all books by their due dates.

We now enrol new groups at any time during the year. For example, groups joining in May will have a May–April membership, rather than a calendar year's membership. In such cases membership fees must be paid in full for the next year prior to the anniversary of enrolment.

Groups that collect their books: These groups receive an 11th book at the end of the year.

Change in meeting dates: Should groups change their meeting date from the first half of the month (1st and 2nd weeks) to the second half of the month (3rd and 4th weeks), they will only receive nine books instead of ten per annum.

Through the year.



Membership and re-enrolment

Existing groups intending to continue their BDS membership will receive details of their current record and are required to **confirm their details or advise of amendments each year** by submitting the required form (supplied by the BDS office) by the due date. *Books cannot be issued to the group in the new reading year, until the completed form has been received by the BDS office.* Groups will be able to re-enrol on-line in 2010.

Issuing books: The earliest time a group can meet in 2011 is the 3rd week in January – the BDS will forward book parcels to these groups in mid-January. If you require the first book to be sent at a time later than your usual monthly meeting, please indicate this on the enrolment form. (Be aware that if you start too late you won't fit in ten titles over the year.) The last set of books will be issued to each group from mid-October to mid-November.

First meeting: As mentioned on p4, it is suggested that you take this opportunity to carry out administrative tasks such as payment of membership fees, freight expenses, allot tasks, etc. The first book for the year is handed out at this meeting (to be discussed at the second meeting).

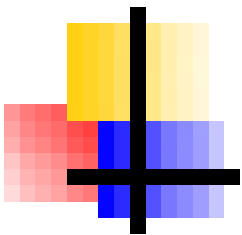
Membership fees: Confirm the number of members; which programme you want (ie, full programme, half programme or student programme); and forward the full payment by the due date (***no later than 28 February for those on a calendar year membership***).

Publications: During September and October each year, an updated Catalogue is sent to groups; a re-enrolment pack is forwarded a few months before the end of the group's membership; and electronic newsletters are forwarded to convenors 3-4 times a year. We also distribute information during the year on literary events and activities in the community. Each convenor is supplied with a copy of the *Handbook for Groups*.

Through the year

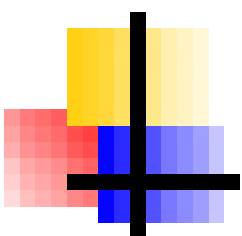
Last meeting: Ensure any outstanding accounts are settled with the BDS office, and that ***all books on loan are returned during December.***

Only groups that collect their books and those groups that have paid for a holiday book, are entitled to have a set out on loan at the end of the year. If your group intends to continue their membership with the BDS, you must either confirm your details or advise of amendments and return the form by the due date. Membership fees for the new year must also be paid by the due date.



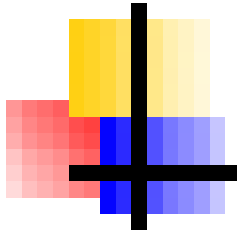
Holiday book: Groups that have their book parcels couriered to them during the year may order an extra title to read over the holiday period. These are sent out in time for the last meeting and are due for return directly after the first meeting in the New Year. There is a charge of \$20 per group for this service which must be paid in advance of any despatch. Please contact the BDS office to make arrangements.

Cancelling membership: The BDS office must be advised if your group decides to withdraw from the BDS. Any books outstanding must be returned to us promptly and payment for all books received up to the date of notification must be made in final settlement.



Holidays: The BDS office is closed for approximately two weeks during the Christmas/New Year period. We make arrangements with our postal/courier agents to hold any mail.

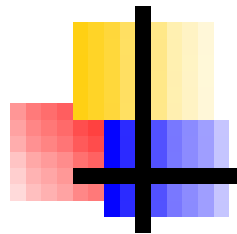
New members.



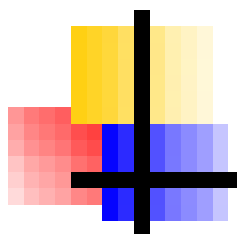
Groups looking for new members

On the enrolment form, groups have the opportunity of advising that they would like prospective members referred to their group. In such cases, when the BDS office receives enquiries from members of the public wishing to join a BDS group, the prospective members are referred to groups in the geographic location of the enquiry. The relevant convenor names and telephone numbers are supplied to the prospective members and it is left to them to contact the convenor.

If your group already has 12 members, please do not tick the box advising that you would like prospective members referred to your group.

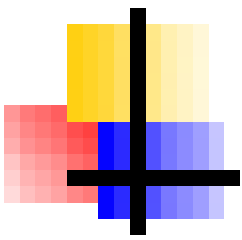


Starting: When a new member is invited to attend a group meeting, a copy of the current book may be requested from the BDS office. Membership must be confirmed within thirty days of the person attending their first meeting.



Confidentiality: Individual group details are treated as confidential within the organisation and are not made available to outside interests. However, if your group has indicated that they would like us to refer prospective members to them, then the convenor's name and telephone number will be given to the people interested in joining the group.

New members



BDS website – Join a Group

The BDS offers a webpage on its website to those groups looking for new members. To appear on this page your group is required to write a profile (maximum of 254 characters) so prospective members can get a better idea of your group's style and tastes. An example of a profile is shown below and we ask that your profile is no longer than this.

Christchurch 999 – Barrington suburb

We're a group of women aged 39-67. We meet at 7.30pm on the 1st Wed with each member taking a turn as host. We enjoy all types of books and are serious book readers. We have a glass of wine with nibbles during the evening and welcome men and women.

Looking for new members

There are also other ways to attract members:

- ◆ your own members may know of others who would be interested (eg, friends, work associates, neighbours, community groups)
- ◆ speak to your local library – all will allow you to place a notice on their notice-board but some also allow you to leave a notice on the issuing desk
- ◆ place a notice in your local newspaper
- ◆ attach an ad to notice-boards (eg, most malls, churches, halls, gyms, workplaces and community groups have noticeboards).

Acceptance of new members should be a collective decision among the existing members of your group.

Choice of Programmes and the Annual Membership Fees

FULL PROGRAMME (One book a month for 10 months)	
Groups of 7-12 members	\$60 per member (excluding convenor) \$30 for the convenor
Groups of 6 or less members	A minimum yearly fee of \$390 per group

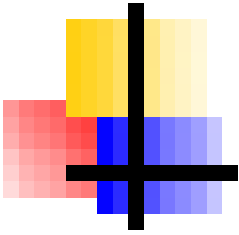
HALF PROGRAMME (One book every two months)	
Groups of 7-12 members	\$45 per member (excluding convenor) \$25 for the convenor
Groups of 6 or less members	A minimum yearly fee of \$295 per group

STUDENT PROGRAMME (One book a month from February-June)	
Groups of 7-12 members	\$30 per member (excluding convenor) \$20 for the convenor
Groups of 6 or less members	A minimum yearly fee of \$200 per group

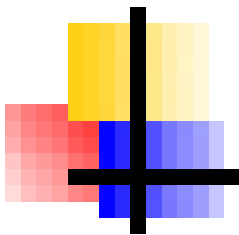
The minimum group fee has been set to encourage small groups to increase their membership to at least seven members.

Fees for new members joining through the year
New members are very welcome to join at any time throughout the group's financial year – their membership fee is calculated at \$6 a MONTH for the remainder of the group's membership year.

Fees



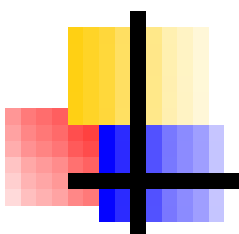
Collection and payment: It is the responsibility of the convenor to collect annual membership fees from group members and **make one payment** to the BDS office with the confirmation of membership.



Member changes: Please advise us of any changes in the number of people in the group **as they occur**. You can do this by email, telephone or add a note to your packing slip. The number of books despatched to the group will be adjusted accordingly.

Late joining: New members or new groups throughout the year must forward full payment within thirty days of receiving the first set of books.

Refunds: Membership fees are non-refundable once books have started to be issued for the current reading year. Application can be made to the BDS Manager in extenuating circumstances.



Return postage: The costs of returning books to the BDS office are **NOT included in the membership fee**. This is an extra expense for which the group is responsible. (See 'Postage Expenses', p25.) We recommend that groups budget for this.

Books will not be issued to members if membership fees remain unpaid after the due date. The BDS Manager should be contacted where there is good and sufficient reason for any delay in payment.

Options on how to pay your membership fees

- 1 Direct bank deposit:** Use the deposit slip provided in the enrolment pack that is sent to you each year. Please collect the money and make the banking. You can deposit your funds in any branch of the BNZ.
- 2 Internet banking:** Convenors may transfer funds from their personal bank account into the BDS account. The BDS bank account number can be found on the orange BDS Payment Advice Form and your group's 6-digit identification code is located on the re-enrolment form. This code should appear in the transaction for us to identify the source of the payment.
- 3 Cheque or cash:** Please forward a cheque made payable to the **Book Discussion Scheme** to the BDS, PO Box 7126, 440 Colombo Street, Christchurch 8240. Whether you pay by cash or cheque, please complete the BDS Payment Advice Form and return it to the BDS office.

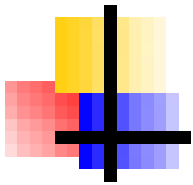
If you pay by direct bank deposit or internet banking (the preferred means), we require advice of the details of your payment and this can be done by one of two ways:

- A Email us the details of the banking. Please retain the stub of the deposit for proof of payment – for your safety it should be date stamped by the bank (the details required are shown on the next page) OR
- B Send us the completed BDS Payment Advice Form (the orange form) and if you paid by direct bank deposit, send us the stub of the deposit slip date-stamped by the bank.

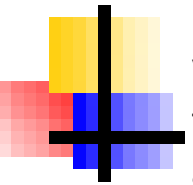
To keep our staff costs to a minimum, it would be appreciated if you are able to pay the fees in one payment.

Catalogue

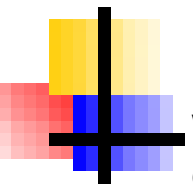
The **BDS Catalogue** contains an extensive choice of titles. It is updated annually and one free copy is supplied to each group in parcels from mid-September to October. Extra copies are available at \$5 each. The Catalogue can also be viewed on-line at www.bds.org.nz



New titles: The BDS office regularly purchases new titles. These are advertised via email, in newsletters, and on the BDS website: www.bds.org.nz

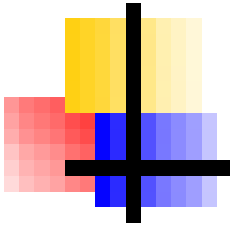


New title selection: The BDS office operates a Readers' Network of voluntary members who read and review books that may be of interest to BDS members. A BDS book-purchasing sub-committee considers all reviewed titles and makes a final decision based on at least two positive reviews. If BDS members are interested in being part of the Readers' Network and reading and writing book reviews, please email us at bds@bds.org.nz



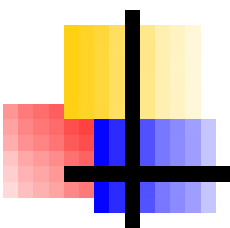
Recommendations: We welcome new title recommendations from members. The following are important criteria that the BDS uses when selecting titles: The opportunity a book will provide for discussion; the reading life that a book may have; new subject areas or authors; access to a less publicised book, author or subject that will have appeal for groups; subject matter that does not date too rapidly; readability; dimensions of the book (preferably non-trade paperback), and availability from the supplier.

Catalogue.



Choosing your booklist from the BDS Catalogue: This annual activity can take some time, but it is well worth the effort to work in consultation with the group to make your selections. Some of the ways that groups choose their titles are:

- ◆ each member has a turn going through the Catalogue and ticks those that they would like to read. The group then chooses those with the most ticks.
- ◆ each member gets to choose a number of books depending on the number in the group (eg, 12 members in the group: each one chooses two books and perhaps the convenor could select three).
- ◆ each member picks a number of titles that they would really like to read. These are put into a pool and voted on by the group as a whole.
- ◆ the previous year's selection is reviewed. Those titles received during the year are removed from the list, as are those titles that have been withdrawn from the scheme during the year. The group then makes up the 25 titles from the new titles in the scheme that year – choosing them by one of the methods above.

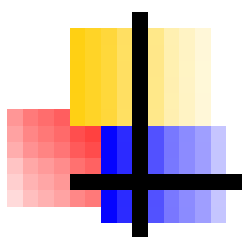


Final look at the booklist

We suggest that you take an overall look at your list before you finalise it. For example, is there enough diversity to keep you interested? Do you have some lighter books or are they all sad and/or heavy?

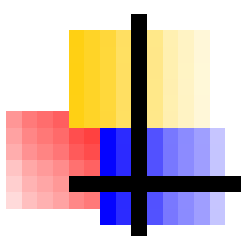
If you would like some assistance with your selections, the BDS personnel are happy to assist. We do have a list of books that have received the most positive reviews from groups. This list is available from the website (found on the 'What's Hot' page) or you are welcome to email the BDS at bds@bds.org.nz for a copy. You may make changes to your reading list at any time during the year. Groups are encouraged to choose widely from the range of titles in the Catalogue.

Catalogue



One of the aims of the BDS is to create an opportunity to experience the diversity of literature. Select **at least 25 titles**. This allows for flexibility in distribution. We **always** make selections from the group's list – **providing that you supply us with this minimum of 25 titles each year.**

If your group is participating in the full programme (ten titles a year), then **all** the books in the catalogue are **available for one month only**. In some cases, groups may wish to keep a requested title a month longer, because of the length or degree of difficulty. **Please contact the BDS office at least ten days' before your next meeting day** if you decide to keep a title for two months so that your reading schedule can be adjusted.



If your group is participating in the Half Programme (one book every two months), then **all** books are **available for two months only**.

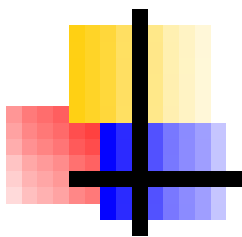
Duplication of Titles

The BDS office cannot take responsibility for duplication of titles read in past years. If groups receive a book they have already read (not including the current year), another book may be requested, but the group must pay the extra postage and packing charges.

Tip: ***Retain your group's past booklists to prevent a duplication of titles requested for the current reading year.***

Convenor responsibilities

The convenor acts as the group's organiser and liaison person with the BDS office. It is our expectation that the convenor will maintain communication with the BDS office during the group's term of membership. This is a role of responsibility and involves administrative tasks that require some time.



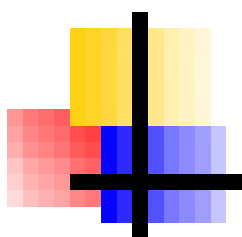
Annual re-enrolment: Members are sent the details of their group and they must review those details and either confirm the details or advise of any amendments. Sign the form and return by the due date. At this time you will also advise of your book choices for the next year. Check for any duplications of book choices before the form is returned to us.

Changes to information: If changes have been made to the following, please advise us:

- ◆ new convenor's name and contact details
- ◆ change of contacts details or delivery address of the existing convenor
- ◆ change of details regarding the second contact person
- ◆ meeting dates — either permanent or temporary
- ◆ number of group members

Also advise on

- ◆ Group intention to withdraw membership
- ◆ Any other items that may affect our service to the group.

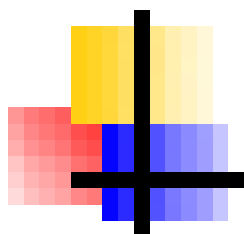


Passing Information on to your Group:

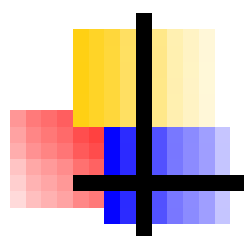
Please pass on to your group any information or notices that you receive from the BDS office.

Convenor responsibilities

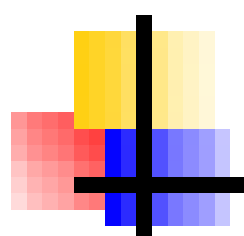
Membership fees: Collect and forward these to the BDS office **BY THE DUE DATE**. Also collect new member fees during the year.



Relieving convenors: Advise the BDS office of any temporary change of convenor at least ten working days in advance of the meeting. We require the name, address and telephone number of the reliever and the period of their convenorship. Supply them with a copy of this handbook and give them instruction on how books are to be returned to the BDS office.



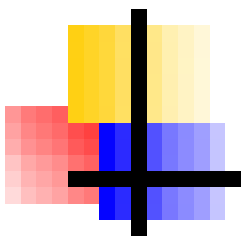
Returns/overdues: Arrange the return of all books by the due date – this date can be found on the consignment note enclosed with the books. Follow up on members with overdue books and ensure prompt return (refer to ‘Returning Books’, pp23—24). Follow up too on lost or damaged books incurred during the period of loan (refer to ‘Care of Books’, p20).



Distribution of books and notes: Supervise the handling of books and their safekeeping. Distribute and collect books and notes at meetings. Keep a record of who has received the books by using the Consignment Note (refer p22). Advise members of their responsibility for the care of the books and book-notes and our policy on charging for books in the event of loss or damage.

Booknotes.

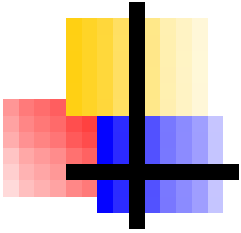
Notes accompany the books, and provide a variety of background information, analysis of aspects of the text, questions for discussion, and additional resources. The BDS office commissions writers from various areas of expertise to write the notes or they receive permission from publishers to use their booknotes. In such cases, we make it clear on the booknotes that permission has been granted by the publisher.



The BDS has copyright over its booknotes. They cannot be copied or reproduced in any way without our prior permission. The process of designating note-writers and the writing of notes can take time. If the group receives a new title and current notes are not yet available, temporary notes will be supplied.

Should you read the notes before or after the book? It is a point of debate as to whether notes should be studied before, during, or after reading the book. We suggest if you are unsure, a brief skim of the notes by the convenor before the books are handed out can help to determine this for the rest of the group. Note-writers are encouraged to indicate if it is advisable to read the book before the notes.

Care of books



Group members are responsible for the care and security of books and booknotes while on loan from the BDS. Convenors should ensure that the books are kept in a dry, secure place before they are distributed at the meeting and after they are collected again. Please check the condition of the books at both stages.

Lost/damaged/stolen books: The BDS has a policy of charging for books that are:

- Lost** If books are not received by the BDS office within three months from the due date of return.
- Damaged** And need to be withdrawn from circulation.
- Stolen** Anytime after the books have been delivered to the recipient (courier insurance only covers up to the point of delivery). Check your personal contents insurance regarding cover.

Found books: If payment for a lost book has been made to the BDS office and the book is returned to us at a later date, a refund will be made only if the book is received ***within four months from due date of return.***

“You cannot control what happens to you in life, but you can always control what you feel and do about what happens to you.”

~ *Man's Search for Meaning* (Viktor Frankl)

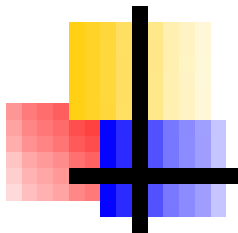
Issuing of books.

Annual confirmation of membership: Before books can be issued to the group, *we must receive the signed current year's confirmation of membership with any amendments to membership.*

Courier delivery around the country: Book-sets are sent to groups by courier and should arrive in advance of each monthly meeting. In most cases, the agent delivers to the door. However, rural delivery may use a depot from which you may be required to collect books.

Consignment Note: This is included with every parcel of books and the following information is displayed: convenor name; the meeting date; title information; numbers in group; and due date for return. Invoices, overdue book notices and other general messages to the group may also be attached. *It is therefore important to check every consignment note on receipt of the parcel.*

Groups that collect their books: These groups should collect their books directly from 440 Colombo Street in the week of each meeting.



Meeting dates: We must be advised of any temporary or permanent changes to meeting dates.

Delivery addresses: It is important that these are always kept current with us.

Advance notice of any changes to the meeting date or delivery address is required at least ten working days before the meeting to avoid problems with delivery.

Issuing of books

Overdue books: The BDS office does not impose fines for overdue books. We do, however, reserve the right to withhold further issues of books if the group has *more than three books overdue at any one time*. Refer to the packing slip for the due date for return. Once outstanding books have been returned to the BDS office, normal supply will be resumed on the next working day.

Christchurch groups: Groups with outstanding books must return them and phone in advance to arrange a suitable collection time if the next set has been withheld.

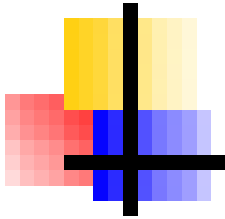
Book identification: The BDS office uses an electronic book scanning system for issues and returns. Every book has its own barcode label that identifies the group to which it has been issued.

How to Avoid the Problem of Disappearing Books

Issuing books: Every book has its own unique identifying barcode number – these are stamped on the back of each book on the top right-hand corner. The barcodes of the books scanned out to your group appear on the consignment note (which you receive with your books) and we suggest you record each member's name against the book they've been given.

Returning books: Cross off the member's name and matching barcode as you receive each book back.

Returning books.



Due dates: Books and booknotes *must be returned by the due date* recorded on the packing slip that accompanies each parcel. This is the responsibility of the convenor (see 'Convenor Responsibilities' pp17—20). If someone else has been nominated in the group to do this task, please check the due date.

Groups that exhibit a regular pattern of overdue books that have necessitated withholding sets during the reading year risk having their membership put under review.

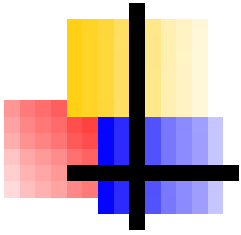
Feedback from Groups: We encourage groups to use the space provided on the consignment notes to make comments on the book and your discussion. We may use these comments to help other groups choose appropriate titles.

Packing your books: *Please be careful when you pack the books.* If books are returned in courier bags, ensure they are well wrapped in suitable packing material (not newspaper as it stains the books), book spines facing inward. Forcing too many books into one parcel can cause damage. Fill any extra space with soft material, such as paper (not newspaper) or plastic shopping bags to prevent movement. Seal firmly using tape to ensure books arrive safely. Damage caused by poor packing may incur a charge to the group.

If a cheque or cash payment is enclosed in the returning book parcel, place them in a separate, labelled envelope. Provide your name, group number and the amount. Please do not put any payment inside books or notes, as we cannot guarantee they will be found.

Courier packs/tickets: If your group purchases the prepaid courier packs for returning books, remember to keep the top sticker from each bag. This sticker has an identification number on it and *is essential for track-and-trace purposes*. (Refer 'Postage Expenses', p25.)

Returning books

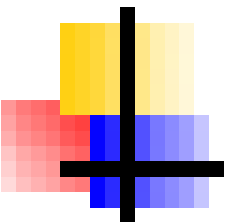


Single copy returns: If group members know in advance that they cannot attend a meeting, it is advisable to return the book early, or make arrangements with the convener to ensure that it is returned promptly. Books should not be held over until the following meeting.

Late returns: Books not returned by the due date are considered overdue. Please advise the BDS office of any serious delays. The BDS office reserves the right to withhold further issues of books if ***more than three books are overdue*** from the group.

Delays deny other groups the opportunity of having books of their choice. If some members are absent from meetings, it is best to return the bulk of the books rather than hold on to them and cause unnecessary delays.

The BDS office is not responsible for groups receiving less than ten sets of books if overdue books have been a problem through the year.



Outstanding books: An invoice for replacement cost will be sent to the convenor for any books outstanding three months after the due date. Refer to 'Convenor Responsibilities' p22 for a tip to keep track of books out on loan to group members.

Holiday period: All books must be returned to the BDS office by mid-December. This includes the last set of books which must not be kept over the holiday period (excluding groups that collect their books from the BDS office or groups that have paid for a holiday book). If the BDS office is already closed, books may still be returned to us via courier or normal post. We make arrangements for parcels to be held at the depot.

Postage expenses.

Returning books to the BDS office: The cost of return postage is the shared responsibility of the group. This is not included in the BDS annual membership fee. Book parcels can be returned to us either via NZ Post, courier agents, or in person.

Please consider the most suitable means of returning books to the BDS office. This may depend on affordability and/or convenience. Couriers only accept prepaid parcels. ***Please don't ask drivers to charge postal costs to the BDS office.*** We will be obliged to seek reimbursement from the group if this occurs.

Courier Bags For Sale

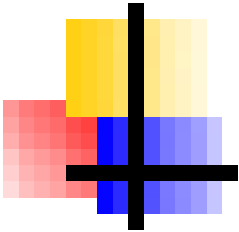
The BDS office offers packs of courier bags for sale to groups as an optional method of returning books. Payment must be made in advance of despatch. Allow for delivery time.

Please indicate any payment for courier bags separately from BDS membership fees.

Bag sizes: Prices and sizes are advertised regularly in newsletters and on the BDS website: www.bds.org.nz There may be occasions when a complete set of books does not fit into a single bag. ***Please plan for the purchase of sufficient bags.***

Collection: If you are in a rural delivery area, parcel collection may not be available from your physical address; however, there will be a designated collection depot. Contact the courier agent for details. **Please note:** Prepaid parcels may also be dropped at any New Zealand Post Shop for collection by the courier. In terms of the BDS's arrangement with CourierPost, no New Zealand Post Shop may charge BDS groups any fee for book parcels dropped off for collection by CourierPost.

BDS website



Development of the website www.bds.org.nz

The BDS website has undergone an upgrade and further developments will take place throughout 2010.

On-line Catalogue

The Catalogue can now be viewed on-line. Groups can view all titles in the scheme, or search by Category (eg, family saga; Nigeria; suspense/thriller; 2011 books — new to the scheme).

In addition, groups are still able to click on **‘What’s New’** to see what the BDS reviewers have to say about the new books.

Logging in to the website

When convenors log-in to the website, they will have access to three extra tabs down the left-hand side. They are:

- ◆ **Your Group**

Convenors can view their book list and make changes to it at any time.

- ◆ **Books Supplied**

Convenors can see when their books are despatched.

- ◆ **Membership**

This is where you advise if your group is looking for members. Tick the box, then from the drop-down box choose where your group is located, and add a small profile to help you get the right member.

Website – logging-in.

When groups wish to log-in for the first time, please follow the steps below:

- 1 On the website, go to www.bds.org.nz
- 2 In the **Username** field, type your email address (the same one that you advised to the BDS at enrolment or re-enrolment time).
- 3 Leave the **Password** field blank.
- 4 Click on the “**Forgot your Password?**” link.
- 5 You will be directed to another screen with the heading, “**Forgot Your Password?**”
- 6 Enter your email address again and then click the “**Submit**” button.
- 7 Another screen will appear with the heading “**Confirm your account**”.
- 8 Before entering anything, AND without closing the website, check your emails. You will have received an email from the BDS. When it arrives, open the email and look for the ‘token’ which looks something like this:

```
7e4961755389f1ecdbd05326db45bd9d
```
- 9 ‘Copy’ this token and ‘paste’ it into the BDS screen that you left open (you can type it if you prefer).
- 10 Click the “**Submit**” button.
- 11 Another screen will appear with the heading “**Reset your Password**”. In the **Password** field, type in a password that you will not forget. In the **Verify Password** field, retype the same password and click on “**Submit**”.
- 12 You will now be asked to login for the first time.
- 13 Username: type in your email address
Password: type in the password you’ve specified
Click on “**Submit**”.
- 14 You will now be able to click on the three new categories down the left ie, Your Books; Books Supplied; and Membership.

Donations

Donations

The BDS welcomes donations towards the purchasing of new titles for the Catalogue. Often BDS groups choose to donate a set of books in memory of a member who has passed away or to commemorate a group's enduring relationship with the BDS. If your group is considering donating a set of books, please contact the BDS office first. **There are two options:**

- 1 we can supply a list of titles of interest from which the group may choose their title
- 2 if the group has a title in mind that is not in the Catalogue, a reading copy must be forwarded to us for reading and reviewing by our Readers' Network. The BDS sub-committee reserves the right to make a final decision on books accepted into the Catalogue.

Donations are acknowledged in the newsletters and a group plaque is placed inside the donated books.

LEAVE A LEGACY

Let the BDS story continue for generations to come. Do you wish to leave a legacy for the BDS in your will? The following is suitable wording:

'To the Book Discussion Scheme (BDS), the sum of \$_____ for the general purposes of the BDS. I declare that the receipt of the Manager of the BDS will be sufficient for my Trustee(s) or Executor(s).'

History of the BDS.

The BDS sent out the first books in 1973 as a result of a pilot scheme supported by the Federation of Workers' Educational Associations (FWEA). A previous study had been done on a similar scheme operated by the Victoria Council for Adult Education (CAE) Book Groups in Melbourne, Australia.

Foundation groups in the BDS were: Motueka, Hokitika, Westport, Twizel, Southland, and Invercargill. In 1974, the following groups joined: New Plymouth, Nelson, Greymouth, Parnassus, Halswell (Christchurch), and Gore. Currently, the BDS has approximately 900 groups nationwide with 56 per cent of the membership outside the four main centres. A number of groups have been with the BDS for over twenty years.

As a member of the FWEA, the BDS is a not-for-profit organisation. The majority of BDS funding comes directly from the BDS membership. A small percentage of funding is received from the Tertiary Education Commission (TEC), via the FWEA, for capacity-building. Sundry grants and donations are received from time to time for specific projects. Sets of new books continue to be donated to the BDS by groups, the FWEA, and individuals.

The BDS is supervised by a sub-committee of the FWEA. A manager and team of staff members operate the office, based in Christchurch. Volunteers carry out activities such as reading potential books for the BDS catalogue, and covering new books.

Terms & conditions

At the BDS, we realise that our members are concerned about their personal privacy. The following paragraphs address these and most other issues regarding the BDS Privacy Policy. However, if you have a question that is not dealt with on this page, please email us at bds@bds.org.nz, or write to us at PO Box 7126, Christchurch, 8240, or phone us on (03) 365-6210.

CONFIDENTIAL INFORMATION

Be assured, the BDS will not sell or rent your phone number, email address or mailing address to anyone outside the organisation for commercial purposes. If you have indicated on the BDS enrolment form that your group is open to the referral of prospective members by the BDS, they will be referred to groups in the geographic area. The relevant convenor names and telephone numbers will then be supplied.

EMAIL POLICY

Under the Unsolicited Electronic Messages Act 2007, you must consent to receiving promotional emails after 6 September 2007. If the BDS has your email address in its database, BDS convenors may occasionally receive emails of new services/products or upcoming events/promotions of a literary/cultural nature. If you do not wish to receive these promotional notices, please email us at bds@bds.org.nz and mention "Unsubscribe" in the subject line. You may also call us on (03) 365-6210 or write to us at PO Box 7126, Christchurch, 8240. The BDS does, however, reserve the right to send convenors emails concerning BDS-related business.

MAILING POLICY

You may receive periodic mailings from the BDS to your delivery address with information on new services/products or upcoming events/promotions of a literary/cultural nature. However, if you do not wish to receive such promotional mailings, please let us know by sending an email to bds@bds.org.nz stating that you no longer desire to receive mailings from the BDS. You may also call us on (03) 365-6210 or write to us at PO Box 7126, Christchurch, 8240.

Terms & conditions.

WEBSITE PRIVACY

The BDS is committed to protecting the privacy and security of BDS members and visitors to the BDS website, www.bds.org.nz Information provided during your visit to the BDS website, is collected for internal purposes only, and is not shared with other organisations for commercial purposes. Where you provide personal information (eg, through email feedback), we will only use that information to communicate with you. We will keep any such information secure and will not disclose it to any third parties.

PACKING SLIPS

Feedback or comments on books supplied by BDS groups on the BDS packing slips may be used by the BDS for publication and research purposes.

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DISCLAIMER

The information available in all BDS publications, documents, and on the BDS website is intended to provide general and specific information to BDS members and the public, and all reasonable measures have been taken to ensure its quality and accuracy. However, the BDS may change, delete, add to or, otherwise, amend the information.

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Book Discussion Scheme

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