

Ten tips for running your group smoothly

1. Don't let the meeting 'drift'. Keep as close as you can to the start and finish times the group has decided on, and keep the conversation centred round the chosen book. Allow time at the beginning or end for news and general chat.
2. There's no right or wrong when it comes to enjoying a particular book. Heated discussions can be exciting but don't let comments become critical or personal.
3. Try to include everyone in discussions but remember to take account of people who prefer to listen than to talk.
4. If one person seems ready to talk but is a bit shy or reserved, ask them a question directly instead of throwing it open to the whole group.
5. Don't let one person dominate the discussions. If one person is doing all the talking invite other people to join in by asking them questions.
6. As time goes on, people may leave the group and others will want to join. Decide early on whether your group is an open group which will take anybody if there is a space or whether the group decides who can join. Meetings in public spaces, such as libraries, tend to be open but meetings in somebody's house may be invitation only.
7. If you have borrowed a library set, make sure that everybody has brought their copy back so that the whole set can be returned to the library. If somebody has forgotten their copy, decide how and when they will return it to the coordinator.
8. You don't need lots of rules and regulations but it is a good idea to think about questions that may come up. Are people allowed to bring guests? What do you do about somebody who persistently fails to turn up? Does it matter if members of the groups have not had time to read the chosen book?
9. There is lots of support online. Reading Groups for Everyone has offers and suggestions for Book Groups on <http://readinggroups.org/>
10. Stuck for your next read? Ask at your local library or visit our facebook page for reviews and news <http://www.facebook.com/CornwallLibraries>