

Nine Tips for Success

For Community Partners

1. Identify the organizations or groups you will donate collected books to.

Ideas include:

- Libraries, including those in nursing homes, community centers, group homes, detention facilities
- Educational facilities from pre-school to post-college, as well as student centers
- Military or veterans service organizations
- Charities distributing books free of charge

2. Establish any standards or restrictions on donated books you will receive, such as reading level or genre. Remember it is possible that the organization you are donating the collected books to may have standards too.

3. Recruit and lead volunteers. This is a great opportunity to engage people of all ages.

4. Identify, set-up and periodically check donation sites.

This may involve:

- Setting up and monitoring collection boxes/bins. These should be:
 - ◊ Placed in the most visible place, such as in an entryway or lobby.
 - ◊ Strong enough to hold a large number of books; 18 gallon plastic bins work well.
 - ◊ Emptied into smaller boxes once the bin is full such as banker boxes, computer paper boxes or other boxes with handles. This will make it easier for your volunteers, especially youth.
- Accepting direct shipments from Authors and Publishers donating new books.

5. Set the donation schedule for your community.

We suggest starting to collect books on April 1, and distributing books on Join Hands Day, May 5. However, there is no set length of time a book drive must run. Donors need time to receive the information, go through their personal libraries and get the books to the collection site.

6. Promote the book drive.

- Print and place posters on or by all collection bins. These should include the Cornhusker Community Book Drive, AmeriCorps and ServeNebraska logos. Templates will be available.
- Include the event in your organization's newsletter.
- Send out press releases or talking to your local media. Templates will be available.
- Provide opportunities for media to film and photograph your group in action.

7. Secure areas to store and sort donated books.

8. Manage sorting and distribution of books.

Sorting can take place throughout the collection process, or just prior to distribution on May 5.

9. Track and report information to celebrate your success and allow ServeNebraska to recognize your effort. Please track:

- Number of volunteers participating
- Number of hours these volunteers provided
- Number of books collected/distributed
- A list of organizations to which books were distributed
- Links to or copies of media coverage and/or pictures taken at your event

For more assistance, e-mail charles.lieske@nebraska.gov or log on to www.serve.nebraska.gov

Thank You