

# How to Host a Book Drive

## FOR LITTLE FREE LIBRARY STEWARDS

### 1. Make a Plan

Decide whether you conduct this book drive independently, or with the help of local businesses and organizations. Consider asking to keep a book drive box at the grocery store or post office.

Determine when and for how long you will be collecting books.

Get specific about what kind of books you are looking for (e.g. new or gently used children's books) and what kind of books you are not interested in (e.g. textbooks, Bibles, magazines).

### 2. Spread the Word

Make sure your library patrons, neighbors, and friends know you're collecting books. Create eye-catching social media posts (we like Canva.com) to inform your supporters and let them know how they can help.

Engage your coworkers, school, or faith community to take part.

Share photos and quotes of donors on social media! It makes them feel good about their contribution and encourages others to join in.

### 3. Thank Your Donors

Handwritten notes, social media shoutouts, and other displays of gratitude go a long way. You'll generate goodwill and encourage future donations by letting your donors know how much you appreciate them and demonstrating the impact of their donation.



# FOR LITTLE FREE LIBRARY SUPPORTERS

## 1. Make a Plan

Set a goal for the number of books you'd like to collect. Scale the book drive to the size of your group or organization.

Decide how each group or organization member can contribute; for example, encourage everyone to bring one book from home to get started.

Equip your group with the tools they need for success: boxes, informational flyers or graphics, etc.

Decide when and for how long you will be collecting books.

Get specific. For example, let potential donors know that you are looking for new or gently used children's books.

## 2. Collect & Organize Books

Store books somewhere clean, dry, and easily accessible. Rolling carts and sturdy boxes make moving books easy!

Sort books based on how you plan to distribute (see step 3): by genre, by age range, new/used, etc.

Recycle any books in poor condition or that otherwise do not meet your donation guidelines.

## 3. Distribute Books

Post an opportunity on our Book Directory ([LittleFreeLibrary.org/Stewards/Book-Directory](https://LittleFreeLibrary.org/Stewards/Book-Directory)). Note that you must have at least 50 books available to post an opportunity. Set a date and location for Little Free Library stewards to pick up books.

Assemble book-bombing teams. Split up the collected books between members of your group or organization, find Little Free Libraries near you using our mobile app ([LittleFreeLibrary.org/App](https://LittleFreeLibrary.org/App)), and surprise some lucky stewards with a flood of great books to their libraries.

Share photos on social media and tag Little Free Library!



Questions? Contact us: [LittleFreeLibrary.org/Contact-Us](https://LittleFreeLibrary.org/Contact-Us)