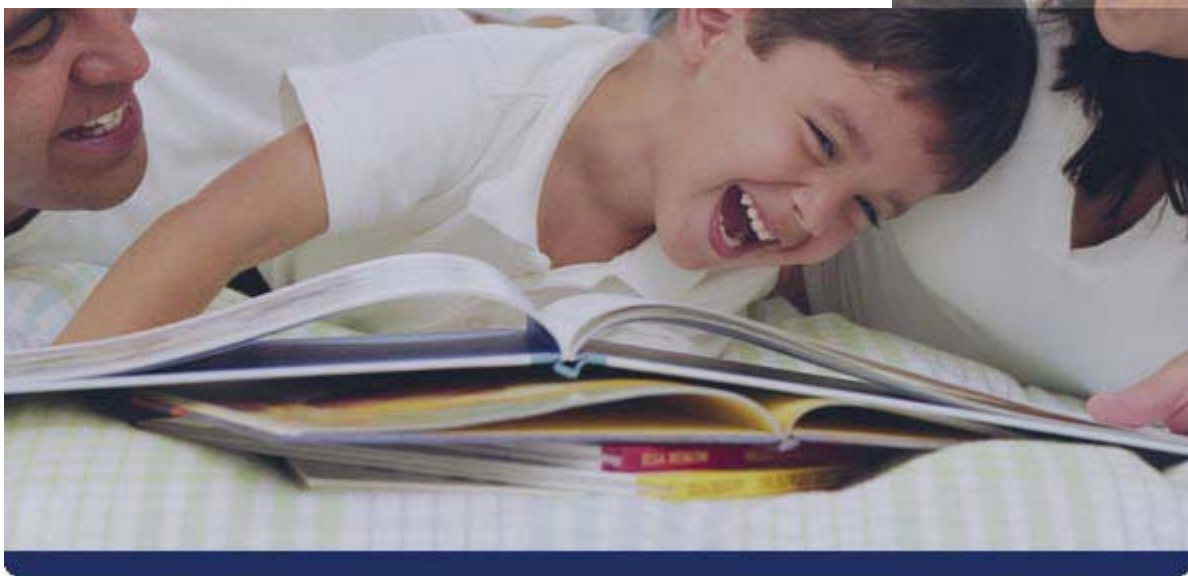


## How to host a book drive for

# friends

Friends of the Phoenix Public Library



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**A Step-by-Step guide to holding a  
successful book drive.**

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# About Friends of the Phoenix Public Library

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## **Our Mission**

The mission of the Friends of the Phoenix Public Library is to promote, enhance, and expand the presence of the library for the benefit of the community. This purpose is accomplished by bringing together citizens, the business community, and organizations to develop fiscal resources, literacy programs, and to create public awareness for the library system.

## **Our History**

In 1977, a group of ambitious library supporters formed an organization called the Friends of the Phoenix Public Library, Inc. with 15 members and \$1,850. From our inception, the Friends have been committed to bridging the gap between the library services city funding provides and the broad range of community services the library system is capable of offering.

30 years later, the Friends is nearly 1,000 members strong and has provided the Phoenix Library system with millions of dollars for public library programs and materials.

Funds raised by the Friends have enriched the library system in a variety of ways throughout the years. We have sponsored storytellers and puppet performances, the purchase of rare books for the Rare Book Room, creative children's writing workshops, musical performances, children's telephone storyline in English and Spanish, visiting author programs, Smithsonian Exhibits, Summer Reading programs and an array of many other exciting projects.

The Friends have become a major part of the growing, dynamic city that increasingly values its cultural institutions. Now, more than ever, we need your help to continue offering quality programming to a community that truly values the educational opportunities a strong, well funded library system can offer.

## **Our Work**

The Friends of the Phoenix Public Library works relentlessly to advocate for literacy within the Phoenix Library system. We provide funding for over 100 literacy programs annually. While our main focus is literacy, the Friends also provides funding for cultural and community events, such as First Fridays at Central Gallery, author events and book clubs. Your book donation does two things for our libraries – 1) Some books, once donated, will be placed directly into circulation within the library system, directly offering our community access to much needed materials. 2) Books that are not able to be placed into circulation are sold to generate the funding necessary to support library programs.



## Holding a Book Drive in 4 Easy Steps

The Friends are here to help you, every step of the way. Once you have submitted your form, a Friends staff member will contact you to confirm your dates and location and will then send you a packet to start preparing for your book drive. Two weeks prior to your event, we will drop off signage and collection boxes and confirm book pick-up.

(Note: If you need a pick up of books prior to the end of your drive, feel free to contact us.)

### **Decide the Who, What, When, Where and How of Your Book Drive.**

A few things to think about:

- Who will participate in your book drive – your organization, the public, clients, etc?
- What will be collected? Children’s books? Reference materials? Items from our wish list?
- When will the drive start and end? One week is the minimum time frame for a Friends Book Drive, with three weeks being the maximum.
- Where will the books be collected and stored? Books should be collected in a well-marked, high traffic area and stored in a secure location.
- How will people be encouraged to donate? Will a theme work best for your drive? Do you have connections with local media outlets (radio, newspapers, etc.) to advertise the dates of your drive?

### **Host a Book Drive Kick Off.**

Kick off your book drive at a meeting or event that you know will be well attended. Written materials, flyers, bookmarks, and collection boxes will be delivered to your location two weeks prior to your event.

### **Create some excitement.**

Design an event that will inspire participation. Be sure to publicize the event and provide updates to let people know how many books you have collected. If you get a special contribution, be sure to highlight it and perhaps send a special thank you letter to the contributor. Use the public service announcements and press releases in your book drive kit to announce your upcoming event. Post the event in your breakroom, school newspaper, and community newsletter. If your organization has a good relationship with the media (TV, radio, print) ask them to help you get the word out.

### **Determine a goal.**

Choose a number that is meaningful to your organization: 1 book per employee? 1 book per student? 2 books per customer/client?

# Tips for Book Drives at Schools

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## **We'll come talk to students & staff!**

We're happy to come to your school and talk about what we do and why it is important to our community. We will also let them know what their book drive can do to help.

## **Let the students organize.**

When students organize the event, it encourages a sense of community. As the lead adult, your role is to guide them and help them with their decision making processes.

Some of our schools have had success with building a committee and assigning different roles, such as: letter writers, publicists, book collectors, and book organizers.

After goals are established, you'll need posters, letters for students to take home and book-ometers for displaying your book collection progress.

## **Be sure to celebrate when you reach your goal.**

Also, think of creative ways to publicize your accomplishment so that everyone who participated has a chance to see exactly what they contributed to.

As the boxes fill up, have the book collectors pick up books. If each classroom would like to bring their own box for their rooms, encourage that (we supply only the large boxes for final collection).

Once your drive is complete, give us a call. We can pick up the books or you can drop them off.

Within 14 days of receipt of books, the Friends will send you a certificate of appreciation for a job well done!

## **A great way to log community service hours**

Holding a book drive is a great way to introduce community service activities to students. In fact, if your students keep a log of the hours they devote to a book drive on the Friends behalf, we will send a letter of participation to each student\* as a record for their hard work and dedication.

\* A list of participants and their hours must be submitted to us within 7 days of the close of the drive.

## Tips for Book Drives at the Workplace

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### **Make it accessible!**

Put collection boxes in high traffic areas such as the lobby, or any other place employees regularly pass by or congregate.

### **Create a contest.**

Decide on prizes for the top three departments. Announce the winners in your company's newsletter or post the winners in your breakroom.

### **Make a partnership.**

Maybe you have a sister organization that you can challenge to a book drive? Perhaps your company is part of a professional organization (Chamber of Commerce, consortium of smaller companies) that you can partner with to widen the breadth of your drive.

### **Thank all those that participated.**

Upon completion of your book drive, think of a creative way to thank all those that participated.

Once your drive is complete, give us a call. We can pick up the books or you can drop them off.

Within 14 days of receipt of books, the Friends will send you a certificate of appreciation for a job well done!

### **Things to keep In mind.**

At your request, prior to your drive we will send a Friends representative to do a presentation to your organization. Simply give us a two week lead time and we bring a tailor made presentation directly to you! Contact us for more details about this added benefit.



## **Other Ways to Help the Friends**

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A book drive may just be the beginning of your relationship with the Friends of the Phoenix Public Library. There are lots of other ways to get involved, including:

### **Volunteering**

We have many exciting, educational and fulfilling volunteer opportunities within our organization. From working in our retail store, The Friends' Place, located at the world renowned Burton Barr Central Library in downtown Phoenix, to assisting with our warehouse book sales held 3 times annually, we have opportunities geared for both the recurring volunteer as well as the episodic volunteer. We also have an array of group volunteer projects for both corporate, civic or private groups. Visit our website at <http://www.phoenixlibraryfriends.org/our-programs/volunteer.aspx> for more information on volunteering.

### **Donating**

Donating to the Friends comes in many shapes and forms. Whether it be books (such as the book drive you will be holding) or donating money directly to the Friends, you can rest assured knowing that you have contributed to an organization that serves your community - that means your money goes to directly providing programs and supplies within the Phoenix Public Library system.

### **Buy Books from Us**

Looking for a particular book? Shop at our annual warehouse books sales for your favorite authors or books! Our prices are consistently lower than other resellers and the money goes toward a great cause – providing our library system with much needed library programs and services. Learn more at [www.plfriends.org](http://www.plfriends.org) and follow the link to browse our current inventory.

### **Become a Member**

Becoming a member of the Friends has its benefits! Members receive advance notice of book sales and admissions to members only book sales. Additionally, members receive a 15% discount at the Friends' Place retail store, located at the Burton Barr library in downtown Phoenix. Several times a year, members are invited to private author events and receptions, plus members stay up to date with current library offerings via our monthly e-newsletter. Enjoy all of these benefits, and more! Visit [www.phoenixlibraryfriends.org/membership/membership.aspx](http://www.phoenixlibraryfriends.org/membership/membership.aspx) for more information and to join today!