



Book Drive Toolkit



Hello!

THANK YOU for supporting Madison Reading Project by hosting a book drive on our behalf. By doing so you are helping us achieve our annual book distribution goals.

Madison Reading Project, a 501(c)(3) nonprofit organization, provides underserved children in south central Wisconsin with quality books and programming. To boost literacy rates and increase book ownership, our nonprofit provides programming at our partner locations and diverse book selections for children to select themselves. We partner with 65 partners* from schools, after-school programs, social workers, and early head start programs to reach children ages from birth -12 years old.

This toolkit contains a step-by-step guide and other materials to assist you.

If you have questions about hosting your book drive, please contact our programming team at programming@madisonreadingproject.com.

Thank you again for supporting Madison Reading Project.

Thank You,

Rowan Childs, Founder & Executive Director



The early days of MRP.

*For a list of our partnering agencies please visit our website: www.madisonreadingproject.com.



www.madisonreadingproject.com



Getting Started with Your Book Drive

- Give us a heads up about your book drive by completing our Book Drive Notification form located here: <http://bit.ly/mrpbookdriveform>

Upon receipt of your Book Drive Notification form, you will receive a variety of flyers you may use.

- Set a goal of how many books you would like to collect.
 - Review our Book Donation Guidelines (see pages 4-5)
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- Decide when to host your book drive.
 - a. We need books all year long.
 - b. (Not a requirement). Host your book drive during a popular annual literacy / reading month. Example
 - i. Read Across America Day (March 2)
 - ii. National Library Week (April)
 - iii. Week of the Young Child (April)
 - iv. Children's Book Week (May)
 - v. Reading is Fun Week (May)
 - vi. Get Caught Reading Week (May)
 - vii. National Book Lovers Day (August 9)
 - viii. Banned Books Week (September)
 - ix. Teen Read Week (October)
 - x. National Family Literacy Day (November)
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- Decide the how long you'll host your book drive – a few weeks? Month? We recommend a minimum of two (2) weeks to provide enough time to collect books or remind people to bring their books.
 - Confirm (family, friends, co-workers, etc.) will be involved with your book drive.
 - Determine where you will host your book drive (library, home, work, school, etc.)



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- Promote your book drive.
 - a. Make sure promotional material includes the types of books we accept. Refer to the Book Donation Guidelines (pages 4-5). Upon receipt of your Book Drive Notification form, you will receive a variety of flyers you may use.
 - b. Utilize social media – Tell your friends and followers about your book drive. Feel free to use the social media post examples provided in the toolkit. Please tag* us in your social media post and we'll promote it as well.
 - c. Take photos of the books as you're collecting them.



Book Drive

- New or gently used books
- Books for ages birth to teens
- Books featuring diverse characters
- Books printed in Spanish, Hmong and Bilingual text

Madison Reading Project is a literacy based nonprofit which provides quality books and literacy programming to underserved children in south central Wisconsin.
Madison Reading Project is a 501(c)(3) nonprofit.
www.MadisonReadingProject.com

- Wrapping up your book drive
 - a. You may drop the collected books off during our office hours. For our current office hours, visit our website <https://www.madisonreadingproject.com/contact>
 - b. Books should be in manageable boxes or sturdy bags which are strong enough for a large number of books.



*Connect with Madison Reading Project on Social Media

Facebook: [@MadisonReadingProject](https://www.facebook.com/MadisonReadingProject)

Instagram: [@MadisonReadingProject](https://www.instagram.com/MadisonReadingProject)

Pinterest: [@MadisonReadingProject](https://www.pinterest.com/MadisonReadingProject)

Twitter: [@MSNReadingProj](https://twitter.com/MSNReadingProj)



www.madisonreadingproject.com



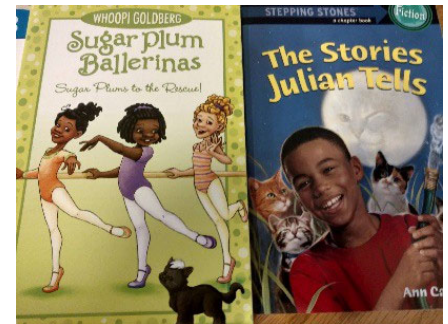
Book Donation Guidelines

We gratefully accept:

- Books for ages birth to teens
- New or gently used books
 - Please, no damaged books, including:
 - Broken bindings
 - Missing or ripped pages
 - Spoiled, musty, moldy, or water damage
 - Excessive writing or highlighting on pages
- Timely and relevant content
 - Topics and illustrations that are outdated or irrelevant do not generate interest or excitement
 - For nonfiction: preferably books published within the last five (5) years, reflecting current technology and politics
- Appropriate themes and topics
 - Books with harmful stereotypes in text or illustrations will not be shared with children
 - We cannot accept books with holiday or religious themes
- Things we LOVE
 - Materials printed in Spanish, Hmong, or bilingual text
 - Books featuring diverse characters
 - Titles from our Book Wishes

Things We LOVE

- Materials printed in Spanish, Hmong, or bilingual text
- Books featuring diverse characters
- Titles from our Book Wishes (<http://bit.ly/mrpbooks>)



We **cannot** accept the following items:

- Dictionaries or encyclopedias
- Activity or coloring books



We **cannot** accept the following items: (cont.)

- Teaching or homeschool materials
- Books with religious or holiday themes
- Toy items
 - Magnet / sticker books
 - “Play Sound” books
 - Puzzle kits

If you have items that you are interested in donating that do not meet our specific donation guidelines (including books for adults), we encourage you to check out these other options for donations.

Alternate Donation Options

- Literacy Network
 - 701 Dane St., Madison, WI 53713
- Madison Public Library
 - 201 W. Mifflin St., Madison, WI 53703
 - 608-266-6300
 - <http://www.madisonpubliclibrary.org/support/book-donations>
- Goodwill
 - Madison East Towne
 - 2127 E Springs Dr., Madison, WI 53704 * 608-246-3147
 - Madison Verona Road
 - 4530 Verona Rd., Madison, WI 53711 * 608-271-4687
 - Madison Northside
 - 2901 N. Sherman Ave., Madison, WI 53704 * 608-819-8082
 - South Central Wisconsin Home Office
 - 1302 Mendota St., Madison, WI 53714 * 608-246-3140
 - Monona
 - 2501 Royal Ave., Monona, WI 53713 * 608-224-0781

Recycling

- City of Madison Recycling
 - <https://www.cityofmadison.com/streets/recycling/Books.cfm>

