



HOW TO SPONSOR A LIVI'S LIBRARY BOOKCASE

Congratulations! You have decided to sponsor a Livi's Library bookcase. You have chosen an ongoing Livi's Library project, which can have a lasting effect on the children in your community, offering free books year-round at the site(s) you select. This document is designed to give you some helpful hints for building and implementing your Livi's Library bookcase plan. If you have any questions or want assistance with your community project, please don't hesitate to contact us at LivisLibrary@yahoo.com.

INITIAL PLANNING PHASE:

- 1) **Determine your core group of Livi's Library volunteers.** Determine responsibilities among the group to ensure you have a plan for collecting and stickering books, selecting bookcase sites, building or refurbishing bookcases, establishing necessary partnerships, soliciting volunteers to stock and replenish the bookcases over time. Develop your timeline as a team, and involve others who work on literacy efforts in your community.

- 2) **Begin collection of books.** Get the word out about your need through church bulletins, service clubs, other newsletters, and establish convenient donation locations and collection boxes in your community. Samples of collection bins and newsletter inserts can be found on the website. (Please use the Livi's Library logo and Olivia's story on your materials to help people connect to the mission.) You will also want to determine a book storage location that is dry and humidity-free to sort and sticker books. We recommend you begin book collection well before you start stocking bookcases, so that you will have an ample supply to launch your site, and many hundreds of books to re-stock the bookcase over time.

- 3) **Determine the sites in your community** where vulnerable children and families may already visit, and how a literacy corner or bookcase could enhance the services to these children (ie, homeless shelter, food pantry, free medical clinics). Brainstorm other community partners who might assist you with your planning and book collection efforts. ***Keep in mind your job in hosting a Livi's Library bookcase will involve ongoing book collection and ongoing book replenishment.***

- 4) Determine who will contact the selected site. Set up a meeting to introduce site leaders to Livi's Library. At your initial meeting:
 - **Discuss Livi's Library goals** with the site leader and other partners (feel free to use any of the published material from the Livi's Library toolkit to explain the project. If the introductory video, "A Mother's Story," would be helpful to you, please request a copy via the website). Describe the reason you feel this site works as a host location for your Livi's Library bookcase.

- **Ask for help developing the right book collection for the site.** Your Livi's Library audience will vary depending on where your bookcase will be housed (ie, preschool, Head Start, medical clinic, food pantry, etc.). Ask the site leader for an approximate total number of visitors per month, and ask him/her to give you a rough idea of the age ranges of children who visit on a regular basis. This information will help you plan your book collection approach accordingly.
- **Plan your initial timeline and determine your implementation team.** If the site leaders agree to host a bookcase, brainstorm the next steps together. Ask for a "point person" at the site, and get suggestions about other partners or volunteers to serve on the planning and implementation team for that site. Set up a time to develop a detailed plan toward the launch of your bookcase!

COLLECTING BOOKS:

1) Determine your book collection sites and develop a community outreach plan to gather gently-used books. Your Livi's Library Tool Kit contains an overview of the program that you can use to describe the project to various audiences as you begin your book collection, and a book bin sign for your collection box. We have developed inserts for church and organization newsletters, drawing from this literature. We have found that a focused outreach and collection period (two months at area churches, for example), combined with ongoing collections, works well.

2) Collect books and identify your storage and sorting location. Determine which books can be used in your bookcase and place Livi's Library stickers on each (stickers are also helpful to cover up hand-written title page messages or "property of" stickers inside of the donated books). Stickers can be found on our website and in the Toolkit.

- Condition of the books should be "gently-used" (eg, books you would have on your own bookcase)
- Books should be age-appropriate for very young ("read to me"), primary, and elementary readers
- Donate all books not used, puzzles, and coloring books to another organization (such as Goodwill)

3) If you have boxes available, now is a good time to sort books into categories so you can see where your gaps are.

- Board Books
- Early Readers
- Young Chapter Books
- Older Chapter Books and Classics

PREPARING THE BOOKCASE:

1) Determine the number of bookcases you will need and determine plan to build, donate, or purchase these. Work with your site leaders to ensure the bookcase size will be appropriate for the space you have selected. If you are building a Livi's Library bookcase, plans and materials lists can be found on our website. Think about involving Eagle Scouts, community youth groups, other civic or school communities to build bookcases for you!

2) Your bookcase should be clearly identified as a Livi's Library bookcase, preferably painted white with a Livi's Library logo affixed to the side and top, so as to draw a child's eye. Our bookcase sign (found in the Tool Kit) fits nicely in an 8X10 inch Lucite frame, and invites children to take books. (Look soon for a Livi's Library Journal you can leave on your bookcase for children to sign in!)

3) Confirm the person at the site with whom you or your Livi's Library volunteer should communicate to plan the placement of the bookcase, coordinate book drops, etc. This person can stay in contact with you when the supply of books is getting low, and can also take note of particular types of books that children are enjoying.

LAUNCHING YOUR BOOK CASE:

1) Often a bookcase is simply placed in a prominent, common area and no formal launch is planned. In cases where your site wants to coordinate a bookcase launch, we've seen these work nicely tied to other literacy or family reading events. Other organizations place formal notice of a Livi's Library bookcase in their newsletter, on a lobby poster, or in a flyer home. This is completely up to you.

2) If a formal launch is planned, please use whatever outreach the site feels would be appropriate to reach families. We do ask that you please use the Livi's Library logo and the following description in any written flyer or literature to your community:

Livi's Library was begun in memory of Mary Olivia Pettit, 9 year-old daughter of Bryan and Lisa Pettit of Lancaster, SC, who died March 22, 2009 of viral myocarditis. Olivia had a great passion for reading, a deep faith in her Lord, and a desire to help others in need. Livi's Library strives to continue that gift by sharing books with children in need.

AFTER LAUNCHING YOUR BOOKCASE:

- 1) Thank your site formally for their willingness to serve as a Livi's Library site and stop by to check on the use of the bookcase. Be sure to track how many books you provide each month, and take note of the types of books chosen by the children. **(Remember, a key component of Livi's Library is letting children choose their own books!)**
- 2) Schedule a time every month to visit the site and replenish the books. Ask site leaders for any input on future book needs, or other literacy initiatives where Livi's Library might assist.
- 3) Monitor your supply of "refill" books and plan more collections accordingly! Have fun and watch the results.

THANK YOU FOR BRINGING LIVI'S LIBRARY TO YOUR COMMUNITY!



“Sharing Livi’s Love of Reading”