

PACKING YOUR BOOKS

THE ESSENTIALS...

To get started on your book drive, you will want to gather the following items:

Boxes: 12"x12"x12" boxes are preferred. When full, they are less than 40 lbs and easy to handle. You can obtain boxes from Home Depot (their double-walled 14"x14"x14" boxes are good), Uline, or UHaul. 12"x12"x16" are also good. Starbucks boxes are free and small. Do not reuse a box that has been used for alcohol, even if this is crossed out on the outside of the box.

Extra cardboard pieces: cut these the same size as the base of your box.- Large plastic bags to line your boxes: A trash compactor bag is ideal but any intact garbage bag is fine (except for Kenya - plastic bags are not allowed for these libraries).

Packing tape - heavy duty or shipping: Packing materials: cardboard egg boxes, scrunched up grocery bags, or air packs work well

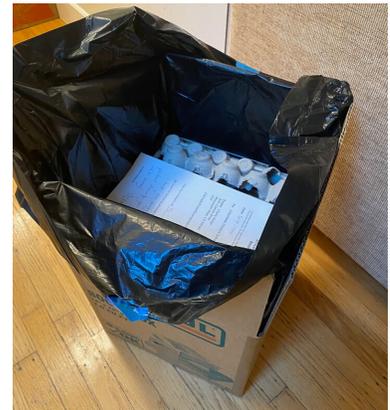
Mailing Labels & Packing Slips: You will receive these from your container manager and should print out a packing slip and mailing label for each box. Note that each mailing label is unique and should be used only once Please use them sequentially!

PACKING YOUR BOOKS CONTINUED...

To prepare your boxes, tape the inside and outside seams, and all the outside edges with packing tape. Reinforce the bottom of your box by adding a piece of cardboard the same size as the base. Line the box with a garbage bag (except for Kenya). Your books will go inside this bag and it will protect them from any moisture on the journey.

To pack your boxes, organize your books according to size, and pack as many as you can into the box, making sure all the books go inside the garbage bag liner. Your box should be fully packed with books, and any spaces should be filled with packing materials. The goal is a box that is fully packed with no gaps, but not overstuffed. If your books can rattle around in your box there is a chance the box may become weak and break open. There is also a risk of this with boxes that are overstuffed. Count your books as you pack, and keep track of the number.

Before you seal your boxes insert a packing slip in each box. You can personalize these before printing if you would like. Including your email address will increase your chances of receiving a thank you note from your school. Close up the garbage bag and tuck the edges down the inside of the box. Tape the box shut using generous amounts of tape. Put a mailing label on the top of your box and completely cover it in tape, to protect it from moisture. Each mailing label is unique and should be used in order, making sure to use each label only once. Your box should weigh under 40 lbs!





MAILING YOUR BOOKS

Your container manager will email you the mailing instructions about one month before the mailing deadline. Please send your books no more than 1 month before deadline, as we are charged storage fees on books that arrive early at the warehouse and are awaiting shipment.

Regardless of the delivery option you choose, you must use the mailing label that your container manager sends you. This label includes information to help the warehouse get your library to the right country, and helps our partners in-country get your library to the right school or community.

-
-  **United States Postal Service (Most Popular)** - Mail from your local United States Post Office using "Media Mail", the least expensive domestic rate for books. A typical library of 1000 mostly paperback books will weigh about 400-500 pounds, so your postage costs to our shipper's warehouse will be roughly \$250. If your library is heavier than the average library or has more books, budget to spend up to \$50-100 extra.
 -  **Personally deliver** - Not far from New Orleans? Take a road trip and drive your boxes directly to our shipping partner. Tell your container manager so they will expect you.
 -  **In-kind donation from shipping company** - Companies like FedEx are sometimes willing to provide free shipping. This can take months to arrange, so make sure you get started in plenty of time before your shipping deadline.



WRAPPING UP YOUR INTERNATIONAL SHIPPING FEE

Send the \$250 international shipping donation. This fee for each library helps to cover the international shipping from the New Orleans warehouse to our partners in Africa. You can use our [online donation form](#) or mail a check made out to African Library Project to:

ALP Treasurer, 19 Mantua Road, Mount Royal, NJ 08061

*Whichever method you use, be sure to include the code for your book drive, which was sent in emails (e.g. UG1-05), and include the book drive organizer's name in the memo/comment section. Supporters can *donate* your book drive by putting in the book drive code.

Note on tax deductibility of these fees:

Domestic Shipping Costs - The domestic mailing cost (e.g., U.S. Postal Service media mail expense) is tax-deductible to the person(s) who pays for the domestic shipping and has the USPS receipt. ALP cannot provide a tax-deductible receipt for this portion of your costs because ALP is not handling, paying for, or getting a receipt for the domestic shipping.

International Shipping Costs - The \$250 per library, paid directly to African Library Project for international shipping expenses, is tax-deductible. We'll send you a thank you receipt for this contribution. Others can *donate* on your behalf but must include your book drive code so it is attributed to you.