

SORTING YOUR BOOKS

Make sure you are sending the right kinds of books. Your books should be of the reading age assigned by your container manager. You should AVOID sending the following types of books:

- Books with small dense print, or lots of slang
- Books that are not in English
- Books focused on US history or government
- Books about US/religious holidays (Easter, Christmas, 4th of July, Halloween, etc)
- Books for young children that have lots of references to gadgets or electronics
- Adult romance novels
- Anything that evangelizes or promotes religion
- Magazines, other than those for children, or National Geographics that are less than 5 years old
- Encyclopedias that are more than 15 years old

For books you can't use, you can:

- Re-sell to raise funds
- Donate to Goodwill, a local library, a jail, or a shelter Ship to Better World Books (BWB) for them to
- sell online. BWB will then donate a portion of the profits back to ALP, though not to your specific book drive.

Sort your books by size to make packing easier. If possible try to sort so that each library gets a variety of reading levels.



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"x14" 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!

