



**KIDS' BOOK BANK**

# **Book Sorting Manual**

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## Welcome!

Thank you so much for volunteering to sort and pack books at our warehouse! Every book you touch could touch the life of a child in our community – your time and commitment are so valuable!

The Cleveland Kids' Book Bank provides free, high-quality books to children and families in our region. We do this by partnering with local community organizations who distribute our books to the children they work with. Our extensive list of partner agencies includes the Greater Cleveland Food Bank, the Cleveland Metropolitan School District, the W.I.C. program, social workers, doctor's offices, and many more.

Every book our partners receive has been evaluated, sorted and packed by a volunteer like you! This manual, combined with our on-site training, will walk you through our process.

This guide is intended to be used by all volunteers, whether you are getting prepared to come for your first shift, or you need a refresher before your 100<sup>th</sup>!

# The Golden Rule

*“Would you give it as a gift to a child you love?”*

If the answer to the above question is no, recycle the book!

Every book we give our partners should be one that a child can cozy up with to fall in love with reading. As you sort, please evaluate each book from cover to cover. This can be done relatively fast, a survey of the outside and a quick flip through the pages will suffice. Some books may look fine on the outside but have damaged pages inside.

## Recycling (Book Heaven)

The following conditions should be **RECYCLED**

- Damaged cover (torn, wrinkled, bent)
- Cover is stained, yellow, or looks too dated
- Worn spine/broken binding
- Missing dust jacket (for chapter books or books without an image printed on the physical book)
- Hateful or racist content (if you have questions about the book or are unsure, please ask your volunteer supervisor)
- Scribbles or writing throughout pages
- Overly yellow pages, pages brittle with age
- Mold spots/smells bad
- Missing key components (stickers, 3D glasses, a LEGO minifigure, batteries to make sound etc).
- Water damaged pages
- **When in doubt – toss it out!**

## Repairs

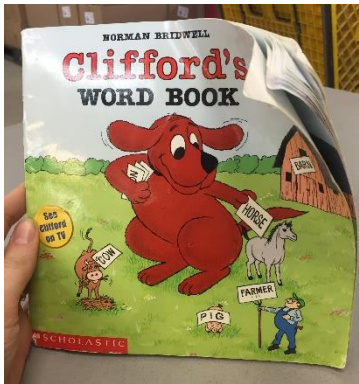
The following conditions should be **REPAIRED** (if you try and it doesn't get better, recycle!) Your volunteer supervisor will provide you with the necessary repair tools.

- Pencil markings (erase)
- Small page tears (tape)
- Dusty cover (wipe off)
- Sticky substance (wipe off)
- Library markings (remove plastic, cross off library stickers)

Remember – separating out books that do not meet our standards is extremely important! Depending on recent donations, you may have more to recycle than you do to pack. Please be discriminating while you sort and take your time. **Sorting is not a race! Quality over quantity, every time.**

## Book Heaven Examples

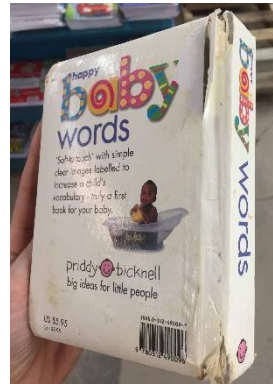
### Damage



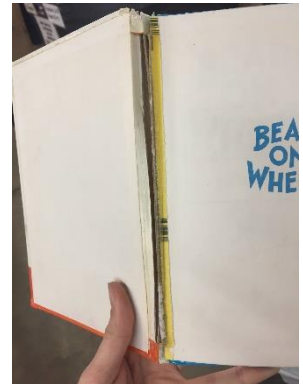
Crunched beyond repair



Moldy



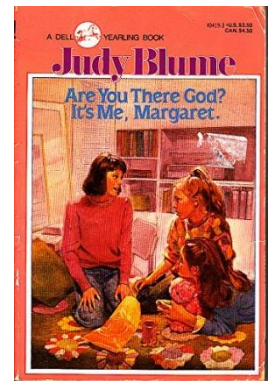
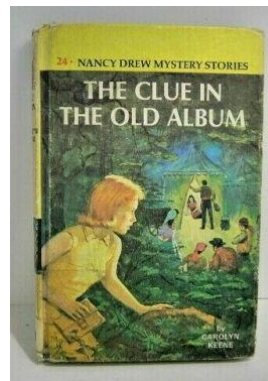
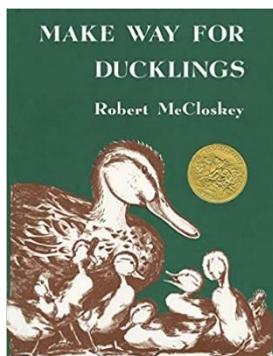
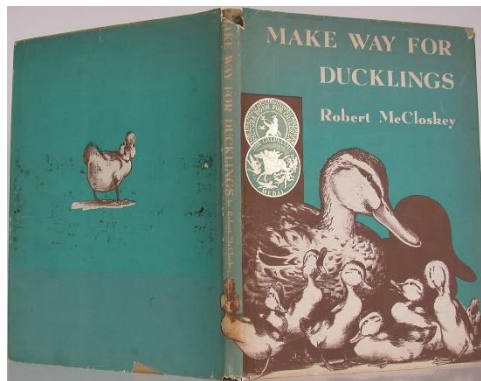
Rips or tears



Broken binding

### Outdated

We all feel the urge to share the stories we loved growing up. Be mindful of your own sentimental bias as you sort! Condition, quality, and cultural relevance is our priority. Many of these classics have updated versions that we would distribute. See below for examples.



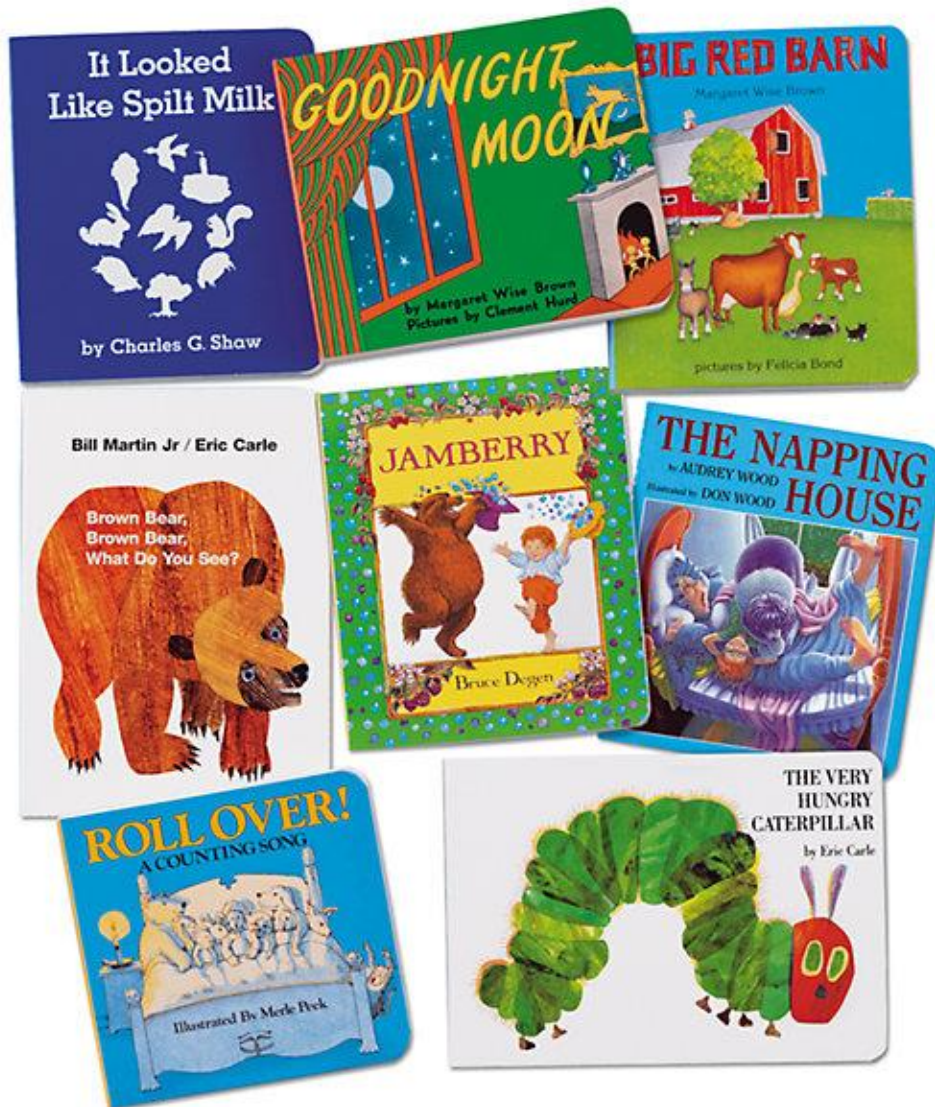


# Categories

## Board Books

Ages: Infant to toddler

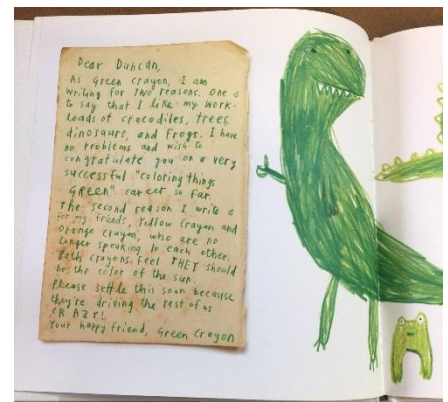
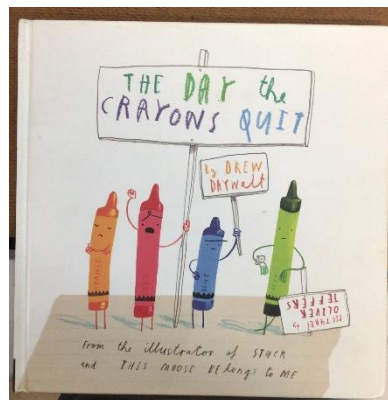
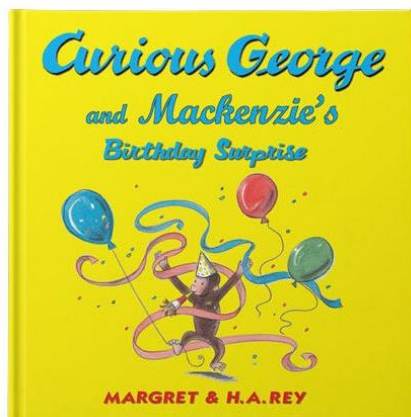
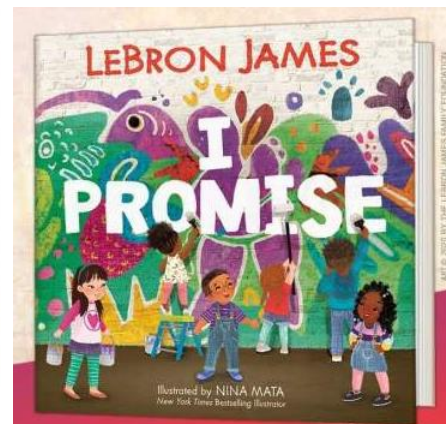
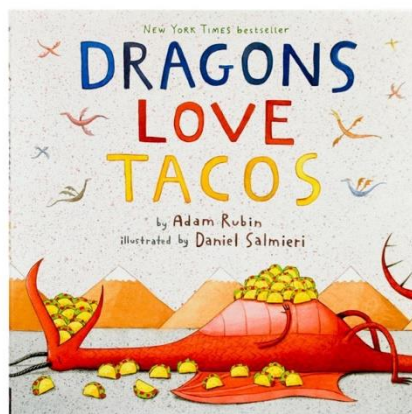
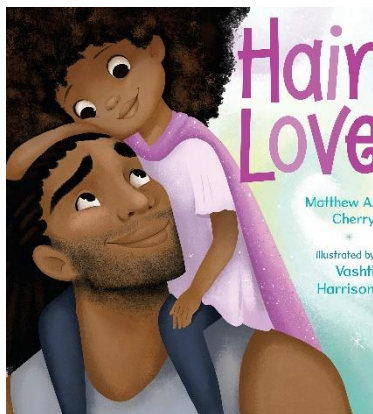
- Thick cardboard, inside and out
- No paper pages
- No small parts
- Should be able to withstand baby hands and baby mouths
- Most common damage:
  - Worn spines and bindings
  - Chew marks
  - Pages stuck together
  - Sound buttons don't work (no batteries)



# Picture Books

Ages: 2-6 (PreK to 1st grade)

- Read aloud stories (adults reading to a child)
- Big pages
- Emphasis on pictures/illustrations
- ABC books, numbers, colors, etc.
- Simple stories to engage a young listener
- Most common damage:
  - Missing pages
  - Scribbles in pages
  - Wrinkled/crunched cover
  - Missing stickers
  - Sound buttons don't work (no batteries)
  - Too dated (yellow cover, stained, outdated content)

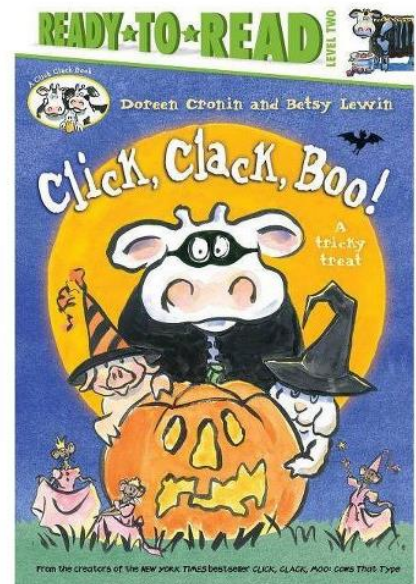
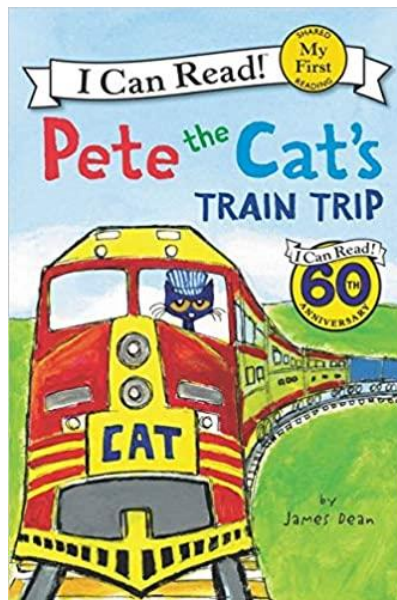
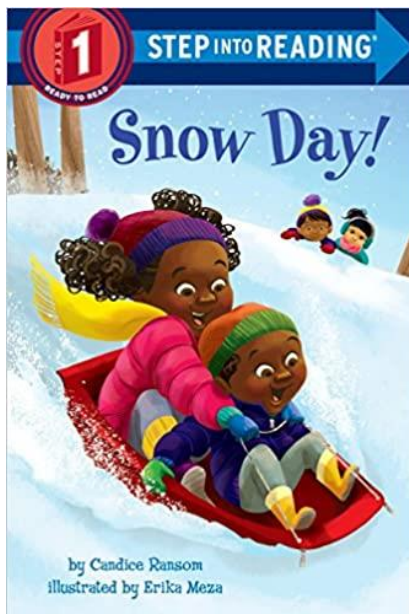




## Early Readers

Ages: 6-8 (1<sup>st</sup> & 2<sup>nd</sup> grade)

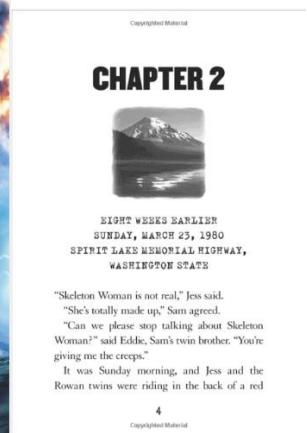
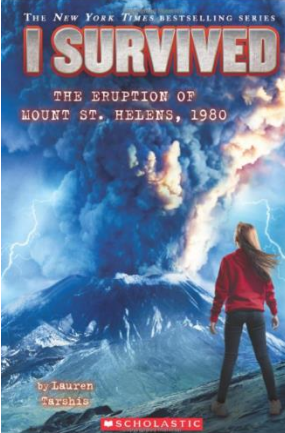
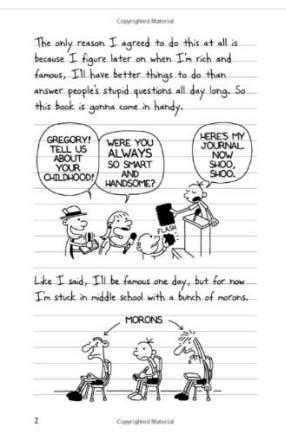
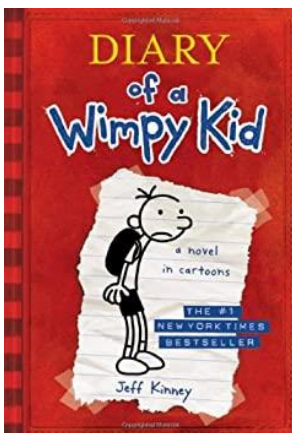
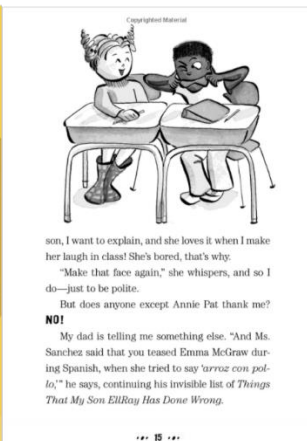
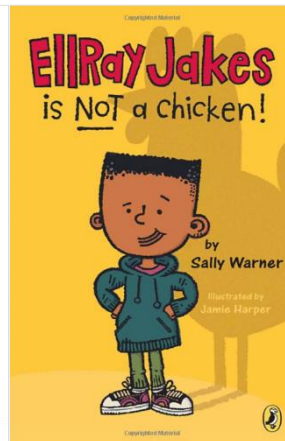
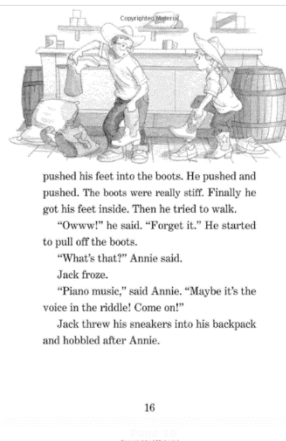
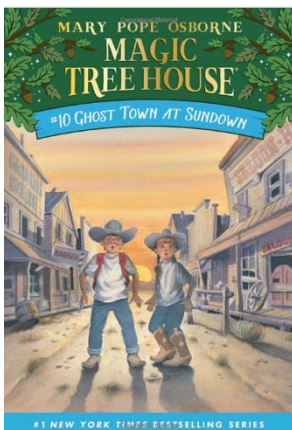
- Must be labeled as a “Learn to Read Book” on the cover (I Can Read, Step Into Reading, Ready to Read, Dr. Seuss I Can Read It All By Myself, among others)
- One to four sentences per page
- Large font
- Phonics
- Simple words, repetitive vowels, etc.
- Typically, Early Readers are all the exact same size and shape
- Most common damage:
  - Wrinkled/torn covers
  - Missing stickers
  - Worn spine
  - Scribbles inside
  - Torn pages inside
  - Insubstantial material (feels like a flimsy pamphlet, not a book)



# Short Chapter

Age: 8-11 (2<sup>nd</sup> – 4<sup>th</sup> grade)

- Simple chapter books
- Elementary content and storylines
- Some illustrations
- Larger font, typically
- Innocent graphic novels, joke books, National Geographic kids books
- Most common damage:
  - Too dated
  - Wrinkled or crunched cover
  - Scribbles inside pages
  - Missing pages
  - Damaged spine/binding

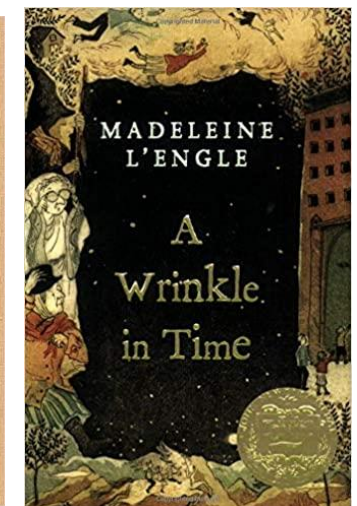
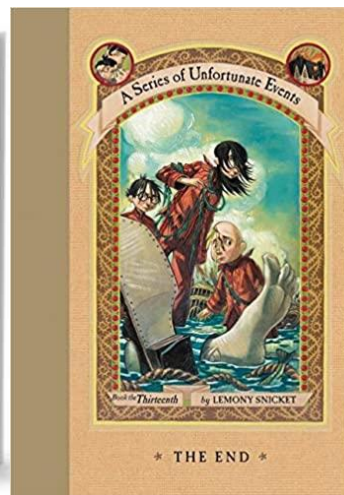
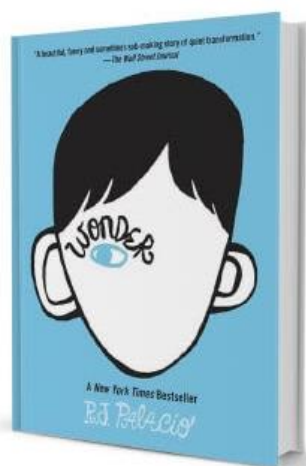
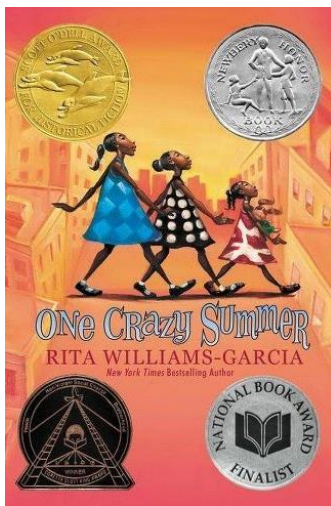
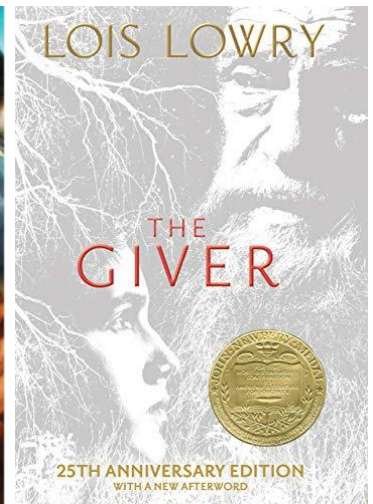
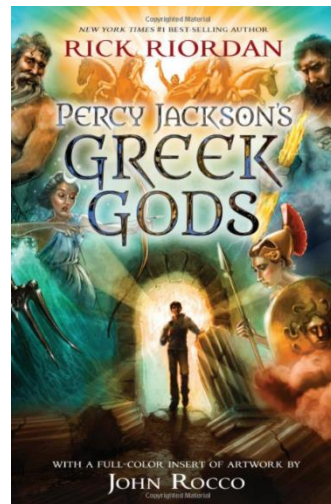
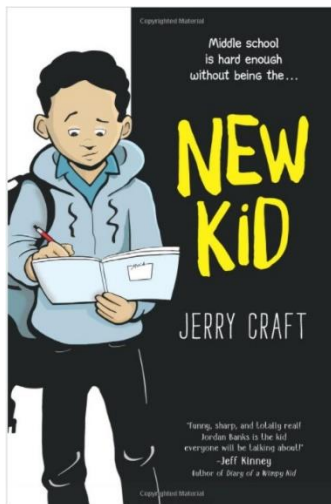




# Hard Chapter

Ages: 11-14 (5<sup>th</sup>-8<sup>th</sup> grade)

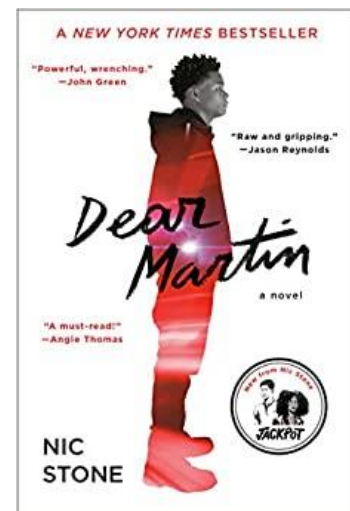
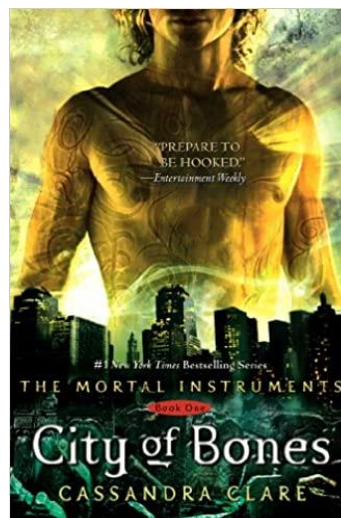
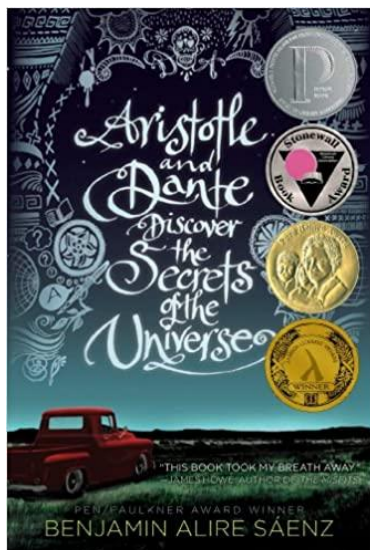
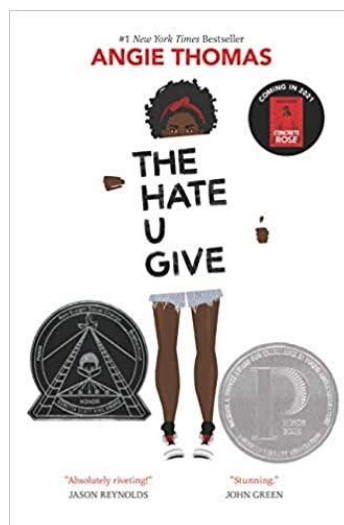
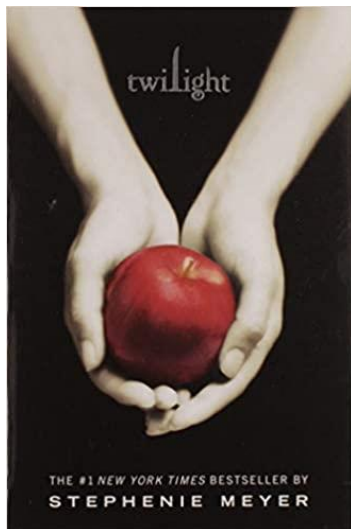
- More advanced level chapter books
- Typically smaller fonts
- Content geared towards Middle School, typically
- Few or no pictures/illustrations
- Graphic novels (for middle schoolers), non-fiction with small font & few pictures
- Newbery Medal Winners
- Most common damage:
  - Too dated (Nancy Drew, Sweet Valley Twins, older editions of Newbery Winners, etc.)
  - Yellowed pages
  - Torn/bent covers
  - Writing/highlighting inside



## Teen/Young Adult

Ages: 14-18 (8<sup>th</sup>-12<sup>th</sup> grade)

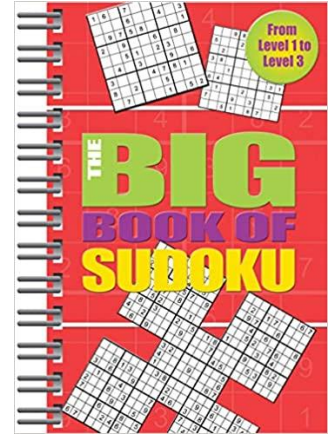
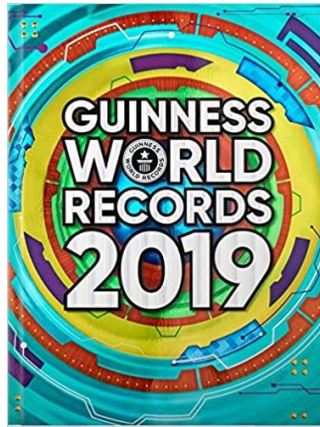
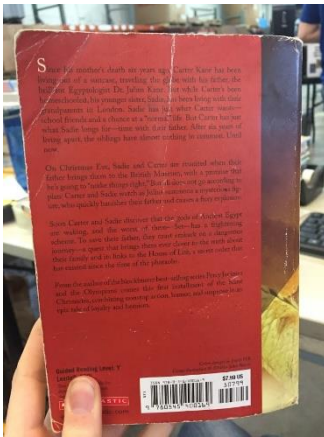
- More mature content
- High school characters (check the summary for character ages)
- Romance, social conflicts, angst
- English lit classics
- Printz Award winners
- Most common damage:
  - Too dated
  - Yellowed pages
  - Torn/bent covers
  - Writing/highlighting inside





## Little Free Library

- Books that are in fair to good condition, but not nice enough that we would use them for our partner organizations.
  - **\*\*do not put poor condition books here! If it should be recycled, please make sure it goes to Book Heaven.**
- Hard to categorize kids non-fiction books.
- Activity books, coloring books, puzzles, mazes, crafts etc.
- Cookbooks



## Other Categories

- Adult Books
- Religious
- Children's dictionaries
- Not-For-Everybody books (sex ed, children's therapy books, etc.)
  - We keep these separate so we can be particularly intentional about the organizations who receive them. They will get used!

