



# Book Drive Toolkit

Thank you for collecting books for the Kids' Book Bank! This toolkit includes everything you need to know to make your book drive a success.

If you have any questions along the way, don't hesitate to contact us.





# Step 1: Set the Scene

## Location: Where will you collect books?

A good location is

- ✓ Highly visible
- ✓ Easy to access
- ✓ Protected from the elements



## Place your receptacle

- ✓ Make sure it's clearly labeled. (Have fun and decorate it, too!)
- ✓ Reach out if you want to borrow a branded yellow bin from us



## Conducting a **virtual book drive**? Great!

Books can be donated directly to [our warehouse](#) or one of our [community drop-off bins](#). We also have an [Amazon Wishlist](#) and a [Bookshop.org page](#)!



# Step 2: Spread the Word

## Advertise to your networks!

- ✓ Social Media
- ✓ Local bulletins
- ✓ Community announcements
- ✓ Newsletters



## Communicate donation guidelines

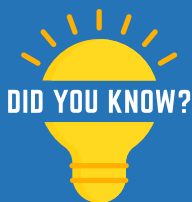
### What Books Should I Collect?

- Very gently used or like-new children's book for ages 0-18
- ***We especially need books featuring diversity.***

### What Books Shouldn't I Collect?

- Books in poor condition
- Books older than 20 years
- Textbooks, encyclopedias, dictionaries, etc.
- Adult books, magazines, & religious texts

## We need diverse books!



*Seeing characters in books that reflect their experiences is crucial to a child's healthy development.*

All kids deserve to see themselves in the stories they read!

**84% of the children who receive books from the Cleveland Kids' Book Bank are children of color, but the majority of our donated books do not feature diverse characters.**



# Step 3: Deliver the Books!



**Our address:** 3635 Perkins Ave. Cleveland OH, 44114

**DIRECTIONS** to our warehouse

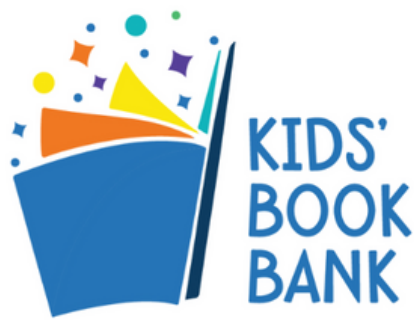
**Donation Hours:** Tuesday thru Friday, 9am-3pm

**Pick-Up availability:** If you collect more than 750 books, we can schedule our truck to pick them up from places of business in Cuyahoga County. (We cannot pick up from private addresses or locations outside Cuyahoga County).



Email: [info@kidsbookbank.org](mailto:info@kidsbookbank.org)

Phone: 216-417-1803



# Book Drive HAPPENING NOW!

Your donation will go directly to Cleveland-area kids,  
many of whom don't own their own books