

Make Your Book Drive Plan

1 Identify Collaborators

Will you run this book drive on your own, or will you team up with local businesses and groups? If you're going solo, do you need extra helpers for organizing and gathering books?

List your collaborators:

2 Set a Goal

Set a goal for the number of books you want to collect. It's important to understand the community where the books are going and how many books they can accept. Be specific about the type of books you are collecting. For example, let potential donors know that you are looking for new or gently used children's books. If you're unsure about what's needed, contact Little Free Library staff for connections with local stewards to identify the most in-demand books.

How many books do you want to collect?

What kind of books are most needed in this community's Little Free Libraries?

What kind of books are not needed? (Examples might be textbooks, magazines, cookbooks, or religious books, depending on your community.)



3 Choose Locations

Decide where you will collect books. Good places include your workplace, local businesses, post offices, community centers, and schools. You could also partner with nearby bookstores. Choose multiple locations to reach more people.

When setting up a collection point, make sure you get permission from management, and place boxes in a highly visible area.

If you want to do a virtual book drive, create a list with an online seller like Bookshop.org and have the books shipped to your storage location.

Where will you collect books?

4 Set a Timeline

Decide when and how long your book drive will run. You might collect books during a planned community event or connect it to a national celebration, like Banned Books Week in September or Little Free Library Week in May, to increase awareness. Usually, a book drive lasts 2-4 weeks.

When will your book drive start and end?

5 Organize Your Materials

You will need containers (like boxes or bins) to set up at collection locations and a storage spot for the collected books. Store books somewhere clean, dry, and easily accessible. Using rolling carts and sturdy boxes makes it easier to move books.

Clearly label the collection containers with flyers that display the dates of the drive, contact information, and a brief explanation of how the donated books will be used.



What will you use for collection containers? Where will you store the collected books?

What will your flyers say?

6 Spread the Word

Tell your neighbors and friends about your book drive. Get your coworkers, school, or faith community involved.

Create eye-catching social media posts. Canva.com is a helpful tool for this. Share updates with your followers to let them know how they can contribute. Tag Little Free Library!

To reach a broader audience, consider writing a press release for local television and newspapers, or (with permission) hang flyers in grocery stores, churches, libraries, and schools.

How will you promote your book drive?

7 Collect Books and Sort Donations

Regularly visit your collection sites to transfer donations to your storage space. If a collection bin is overflowing, it's challenging for donors to add more books.

Sort books according to your distribution plan (refer to Step 8): sort by genre, age range, new/used condition, and so on. Recycle any books in poor condition. If any books don't meet your donation guidelines, consider giving them to another local organization that could use them.

8 Distribute Books

Check with the steward of the Little Free Library you are supporting to discuss the best way to get books to their book-sharing box. You could set a date and location for a book drop-off or pick-up with the steward, or ship books using USPS media mail.

What strategies will you use to distribute books?



9 Thank Your Donors

Share photos and quotes from your donors on social media! It makes them feel good about their contribution and inspires others to participate.

Handwritten notes, social media shoutouts, and other small gestures of gratitude go a long way. You'll generate goodwill and encourage future donations by letting your donors know how much you appreciate them. It also allows donors to see the impact of their donation.

How will you thank your donors?

10 Celebrate Your Success

What went well during your book drive? What did you learn? We at Little Free Library want to hear your reflections. Fill out the impact form at lflib.org/volunteer-impact to tell us about your book drive. It only takes a few minutes to complete; click on Record Your Impact below.



Team LFL
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