



FRIENDS  
of Johnson County Library

# BOOK DRIVE TOOLKIT

---

Everything you need to run a  
successful Book Drive!

# About the Friends of Johnson County Library

Friends of Johnson County Library is a member-supported nonprofit organization promoting community awareness and participation in library services. We serve as library advocates and promote literacy and lifelong learning.

Together, we process more than 600,000 items each year – and we are the single largest donor to the Library. The Friends have raised and given more than \$2.4 million since 1999 and provide 19,000+ hours of volunteer work each year.

In this Toolkit, you will find the following items to help make your Book Drive a success!

## Your Kit includes:

- How to Plan a Book Drive Steps
- FAQ
- Social Media Graphics
- Social Media Captions
- Printable Flyer/Poster to promote your Book Drive
- Printable Donation Bin Signage
- Customizable Canva Templates
  - Flyers
  - Social Media Graphics

For information about the Friends of Johnson County Library, visit our website:  
[www.friendsofjcl.org](http://www.friendsofjcl.org).

For more information about the Friends, book drives, or volunteering with the Johnson County Library, contact:

Friends Executive Director Shanta Dickerson - [SDickerson@friendsofjcl.org](mailto:SDickerson@friendsofjcl.org)  
JCL Volunteer Coordinator Amber Bourek Slater - [BourekSlaterA@jocolibrary.org](mailto:BourekSlaterA@jocolibrary.org).

# How to Plan a Book Drive

1. Determine when and where to hold the Book Drive.
2. Decide how long you will hold the Book Drive.
3. Recruit help, whether it's from your school, scout group, church, workplace, family, or friends - the more is absolutely the merrier.
4. Register your Book Drive with the Friends once you have all of the details decided at [friendsofjcl.org/host-book-drive](https://friendsofjcl.org/host-book-drive).
5. Promote your Book Drive! We suggest promoting a few weeks in advance. We have provided posters and digital assets in this kit to announce and publicize your event.
6. Set up the Book Drive collection site right before the start date.
7. Run your book drive!
8. Be sure to take photos - we'd love to see your work in action!
9. Deliver the books to Friends of Johnson County Library on a Saturday between 9:00 am and 11:00 am - or contact us at to arrange an appointment.



## Can someone make a financial donation?

Absolutely!

Direct donors to [friendsofjcl.org/donate](https://friendsofjcl.org/donate) to find out how to make an online monetary donation.

Checks may be sent to:

Friends of Johnson County Library  
P.O. Box 183  
Shawnee Mission, KS  
66201

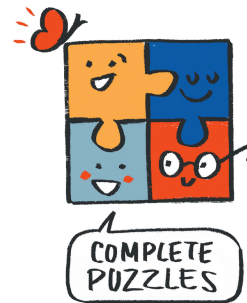
## Do you need service hours?

Contact our Volunteer Coordinator Amber Bourek Slater via email at [BourekSlaterA@jocolibrary.org](mailto:BourekSlaterA@jocolibrary.org).

# Book Drive FAQs

## What materials do the Friends accept?

- **Gently-used or new** adult and kids' books of all types
- Cookbooks? Yes, those are books!
- Textbooks? Absolutely. We love textbooks.
- Repair manuals? Yep – if it's a book, we take it.
- DVDs
- Music CDs
- Audiobooks on CD
- LPs
- Complete puzzles
- Yearbooks



## What materials do the Friends *not* accept?

- Books that are musty, moldy, soiled, liquid-damaged, broken, etc.
- Magazines
- Board Games
- Encyclopedia sets over 10 years old
- VHS and music cassettes
- Reader's Digest Condensed Books



## **Where can I host a Book Drive?**

- Schools
- Local Retail Businesses
- Offices
- Religious Organizations

## **When should I run a Book Drive?**

Book Drives can be held any time - or you can correlate the time with a literary event, holiday,

or a day of personal significance. Suggestions include:

- Read Across America Week (March)
- D.E.A.R. – Drop Everything And Read (April)
- National Library Week (April)
- Children’s Book Week (May)
- Banned Books Week (October)
- Friends of Libraries Week - (*Our personal favorite...* October)
- TeenTober (October)
- Family Literacy Month (November)

## **How should I collect my books?**

This will depend upon how many books you hope to collect and the amount of space you have at your location. Sturdy cardboard boxes or plastic totes work well for collection. Make sure your container is large enough to find easily —and to hold all the books you’ll collect!

## **How long should my Book Drive be?**

We recommend no less than one week - but it really depends on your goal, location, and resources. Book drives can be short-term (1-2 weeks), long-term (2-3 months), or even ongoing.

## **When do I drop off my donation?**

Please deliver the books to Friends of Johnson County Library headquarters located at 8279 Melrose Dr., Lenexa, KS, on a Saturday between 9:00 am and 11:00 am - or contact us to arrange an appointment.

# How to Access Your Assets


We have prepared flyers, signs, social media graphics, and captions for you to promote your book drive.


Ready-to-print flyers and signage are included at the end of this PDF. Space has been left for you to hand-write the details of your event. To customize digitally, we have created [Canva templates located here](#) for you to use.

To access book drive graphics that are ready to share, [click here](#) to download from Google Drive. For graphics that you can customize, you can access [Canva templates here](#).

Social media captions suggestions can be found below.

## Social Media Captions

We're [or I'm] collecting books for the Friends of Johnson County Library!  
 New and gently-used fiction, children's books, cookbooks, and more are welcome.

 Drop off your donation at [Location], [Insert Dates and times].  
Together, we can support literacy and equal access to books in our community! #JCLFriends #JCLFriendsBookDrive

---

We're [or I'm] kicking off a book drive to benefit the Friends of Johnson County Library! Have new or gently used books at home to donate? Drop them off and help support library programs that benefit our community.

 When: [Insert Dates and times]

 Where: [Drop-off Location]

#JCLFriends #JCLFriendsBookDrive

It's time to clear out those bookshelves! We are hosting a book drive for Friends of Johnson County Library. Donate your gently used books today and make a difference! 📖 Spread the word and help us [or me] reach our [or my] goal!

 [Insert Dates and times]

 Drop-off Location: [Insert Location]

#JCLFriends #JCLFriendsBookDrive

---

Looking to give back? We're [or I'm] seeking new or gently used books of all genres to support Friends of Johnson County Library. From non-fiction to children's books, your donations will go a long way to support literacy and libraries in our community! 📖

 Book Drive Dates: [Insert Dates and times]

 Drop-off at: [Insert Location]

#JCLFriends #JCLFriendsBookDrive


---

We're [or I'm] hosting a book drive and looking for new or gently used:

 Fiction & Non-Fiction

 Children's Books

 Cookbooks

 Popular Authors & Bestsellers


Every book counts! Bring your books to [Drop-off Location] on Insert Dates and times] and help support your community! 📖❤️

#JCLFriends #JCLFriendsBookDrive

Time is ticking! Have new or gently used books to donate? Drop them off at [Location] before [Deadline]. Every donation helps the Friends of Johnson County Library in their mission to support literacy and library advocacy in our local community. Let's finish strong! 💪 #JCLFriends #JCLFriendsBookDrive

---

🔔 Only a few days left to donate to my Friends of Johnson County Library Book Drive! Clear out your shelves and drop off your gently used books at [Location] before [Date]. Let's hit our goal together! 💪📚

 Book Drive Ends: [Insert Date]  
#JCLFriends #JCLFriendsBookDrive

---

A huge THANK YOU to everyone who donated to my Friends of Johnson County Library Book Drive! Your support nurtures literacy and support public library advocacy in our community. 🎉📚  
#JCLFriends #JCLFriendsBookDrive

---

Thanks to YOU, we collected [#] books for Friends of Johnson County Library! Your generous donations will help enrich our community.  
#JCLFriends #JCLFriendsBookDrive

## **Friends' Social Media Accounts**

Follow us and tag us on social media so that we can see your book drive success!

**Facebook:** [@jclfriends](#)

**Instagram:** [@jclfriends](#)

**LinkedIn:** [Friends of Johnson County Library](#)





# BOOK DRIVE



**ALL BOOKS MUST BE IN GOOD CONDITION  
(NEW OR GENTLY-LOVED)**

**Book donations will be accepted during these dates:**

-----

**Collection boxes will be located at:**

-----

**Questions? Contact:**

-----

-----



# BOOK DRIVE

We are gathering gently used book to donate to  
Friends of Johnson County Library!

We will be collecting gently-used & new books at

\_\_\_\_\_

during these dates

\_\_\_\_\_

For more info contact:

\_\_\_\_\_

\_\_\_\_\_



Learn more about Friends of Johnson County Library  
at **friendsofjcl.org**.

# DONATE USED BOOKS HERE



# USED BOOK DRIVE



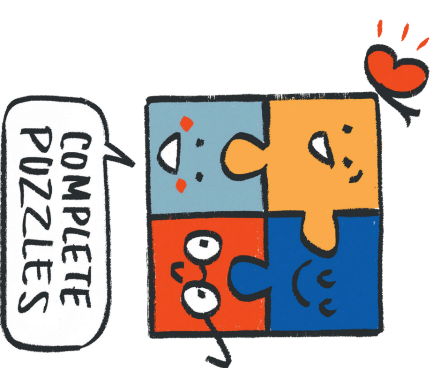
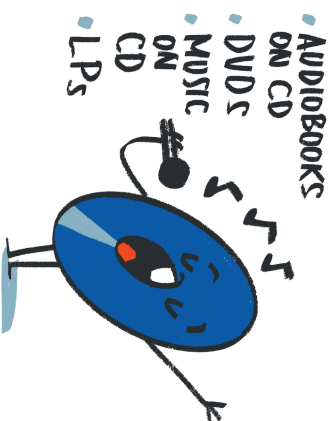
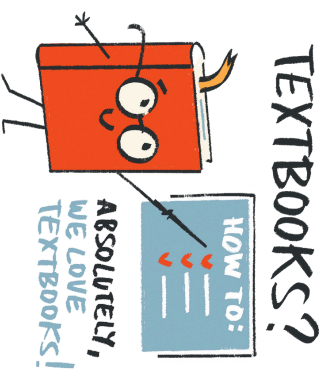
# WHAT CAN I DONATE?

*Yes, please!*

- **Gently-used or new** adult and kids' books of all types
- Cookbooks? Yes, those are books!
- Textbooks? Absolutely. We love textbooks.
- Repair manuals? Yep – if it's a book, we take it.

- DVDs
- Music CDs
- Audiobooks on CD
- LPs

- Complete puzzles
- Yearbooks



# WHAT SHOULDN'T I DONATE?

*No, thank you!*

- Books that are musty, moldy, soiled, liquid-damaged, broken, etc.
- Magazines
- Board Games
- Encyclopedia sets over 10 years old
- VHS and music cassettes
- Reader's Digest Condensed Books

## MUSTY BOOKS



AS WELL AS MOLDY, SOILED  
LIQUID-DAMAGED, BROKEN, ETC

## MAGAZINES



READER'S DIGEST  
CONDENSED BOOKS  
ENCYCLOPEDIA SETS  
OVER 10 YEARS OLD

## BOARD GAMES

