

How to Process READS-to-Go Kits

The host library is responsible for ordering books and processing the bag and its materials. Each bag will contain 15 books: 14 regular print trade paperback copies, 1 large print copy that may be either paperback or hardcover, depending on availability. If a large print edition is not available, then an additional regular print copy should be purchased. Audiobooks are not required, but those libraries that would like to add one are free to do so.

READS-to-Go will provide a canvas bag and a pocket folder containing kit documents (discussion questions, book group kit flyer, signout sheet). Masters will be available online at www.reads-to-go.org and may be printed off as necessary.

READS-to-Go will also provide a luggage tag for the bag (shipped with the canvas bag). If the host library uses barcodes, the barcode should be affixed to the luggage tag. Do not place barcodes on individual books. The luggage tag should also list the items that are in the bag, using the following format:

READS-TO-GO

Kit #

Contents:

14 (or 15) paperback copies of TITLE

1 large print (state hardcover or paperback) of TITLE

1 file folder

Every book should be stamped with the host library's name and location on the top edge, the bottom edge, the front flyleaf (or half-title page), and the back flyleaf.

A pocket (provided by RTG) should be affixed to the front flyleaf for date due cards or receipts.

A READS-to-Go bookplate (provided by READS-to-Go) may be affixed to the inside front cover. Please use a Sharpie to write in the information.

A white label should be placed on the upper right corner of the cover:

READS-TO-GO

Kit #

Copy # or LP Copy

Do not put a spine label on the book.

Each paperback should be covered with clear adhesive plastic or should have the spine covered by a strip of laminate. Hardcover LP copies with a dust jacket should be covered with a plastic book jacket cover.

It is recommended that the kit NOT be shelved with the library's regular collection, and therefore, should not require a security device. If you must affix a security strip/patch, attach it to the luggage tag. Do not put devices into the individual books.

Send processed kit (bag and contents) to:

Mary Russell:

van stop: Concord, library: NHSL, NHAIS Services: Attn. Mary Russell

Please email before sending the kit:

mary.russell@dcr.nh.gov

Mary Russell will create a record for the kit and add it to the host library's holdings in NHUPAC. The kit will then be returned to the host library.

When the kit is ready to go, you **must** notify Brianna Hemmah so that the kit can be activated in NH KitKeeper.

If you have any questions contact Brianna Hemmah at 524-4775 or

rtgchair@nhlibrarians.org