

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.

Book Processing

- 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 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

Bag Processing

- 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 <http://reads.nhlibrarians.org/reads-to-go/> and may be printed off as necessary.
- READS-to-Go will also provide a luggage tag for the 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

- 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.

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