

How to Process READS-to-Go Kits

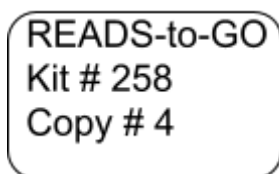
The host library is responsible for ordering books and processing the bag and its materials. Each bag will contain 15 books: 14 regular print trade paperback copies, 1 large print copy that may be either paperback or hardcover, depending on availability. If a large print edition is not available, then 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 of each copy. Please use a Sharpie to write in the information. Contact the Chair at rtgchair@nhlibrarians.org to request bookplates, as they will not be in the kit by default.
- A white label (size 0.75" x 1" or similar work well) should be placed on the upper right corner of the cover with the following information:

READS-TO-GO
Kit #
Copy #
(or LP Copy / Audio Copy)

for example:



You can find the kit number on the included bag luggage tag.

- Do not put a spine label on the book.
- Do not place barcodes on individual books.
- Each paperback should be covered with clear adhesive plastic/vinyl or should have the spine covered by a strip of laminate. Hardcover LP copies with a dust jacket should be covered with a clear book jacket cover.

Bag Processing

- Once you have ordered copies for the kit, please contact the READS-to-Go Committee Chair at rtgchair@nhlibrarians.org to let them know how many copies your kit will have, and of what type (e.g. 14 paperbacks and 1 paperback LP copy), so they can create and send the kit bag and materials to you via the state van.
- READS-to-Go will provide a canvas bag and a pocket folder containing kit documents: discussion questions, a sign out sheet, and RTG book group kit flyer. Folder content replacements are available online on the NHLA READS-to-Go website at <https://www.nhlibrarians.org/Pages/Index/225218/reads-to-go> in the Templates section, where they 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. If tracking is needed for individual copies, please use the included sign out sheet or Temporary/On-the-Fly cards. The luggage tag will list the items that are in the bag, using the following format:

READS-TO-GO

Kit #

BOOK TITLE

Contents:

14 (or 15) paperback copies

1 large print (hardcover or paperback)

[1 Audiobook on CD/MP3 disc/Playaway, if applicable]

1 file folder of discussion materials

- 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, please attach it to the luggage tag. Do not put devices into the individual books.

When the kit is ready to go, you must notify the READS-to-Go Committee Chair at rtgchair@nhlibrarians.org so that the kit can be activated in NH KitKeeper. If your library's book group would like to reserve the kit prior to general activation, the chair can coordinate that.

If you have any questions contact rtgchair@nhlibrarians.org