



Gently Used Books: Frequently Asked Questions

What is Reach Out and Read Colorado's gently used books program?

Reach Out and Read Colorado's model is made up of three components: 1) a brand new, developmentally- and language-appropriate book, 2) anticipatory guidance discussed by a health care provider and 3) a literacy-rich clinic environment. This third component begins in the waiting room, where we encourage all clinics to have a supply of gently used books available for children to take home.

What should our clinic do with gently used books?

Gently used books can be placed in your waiting room and/or exam rooms. Children and their families can read books while waiting for a visit and should be encouraged to take a book home with them. Books are available for all children, including siblings.

Where can my clinic get gently used books?

There are several ways to get gently used books for your clinic:

1. Connect with your Reach Out and Read Colorado Regional Coordinator to understand gently used book availability and options. Options may include:
 - a. Visiting our headquarters in Denver to pick-up books.
 - b. Receiving books from your Regional Coordinator at your annual, scheduled site visit.
 - c. Receiving books through Reach Out and Read Colorado's partnership with the Denver Post. Deliveries vary and are made approximately 2-3 times per year.
2. By partnering with schools, libraries, churches, community groups and other local organizations and encouraging them to host book drives and/or donate books in support of the clinic. Access the Reach Out and Read Colorado Gently Used Book Toolkit at reachoutandreadco.org/gently-used-book-toolkit.
3. Collecting books in your clinic. Access the Reach Out and Read Colorado Gently Used Book Toolkit at reachoutandreadco.org/gently-used-book-toolkit.

What are the requirements for gently used books?

Gently used books should meet the following criteria:

- New or gently used (covers and pages intact, clean and unmarked pages)
- Age range includes infants through young adults
- No textbooks
- No used coloring or activity books
- No books with sensitive themes such as death, religion, divorce or abuse.

If you receive books that do not meet these criteria, Reach Out and Read Colorado recommends donating them to a thrift store and/or recycling.

Our clinic received a donation of gently used books. What do we do next?

If your clinic receives a donation of gently used books, we want to know about it! There is a form on our website to record the donation. Reach Out and Read Colorado recommends [completing this form](#) within two weeks of the donation.

Reporting should only occur if the donation comes directly from a local organization or book drive. If the gently used books come from your Regional Coordinator or through the Denver Post, you do not need to report this.

Information to gather from the donor includes:

- Name (individual/organization)
- Address
- Email
- Approximate # books
- Date of donation

How do I calculate the # of books donated?

This can be an approximation. In general, a small box holds 30-40 books, and a larger box holds 50-60 books.

Will the donor receive a thank you/tax receipt?

Yes, Reach Out and Read Colorado will send a thank you letter/tax receipt to all donors. Donations must be [recorded on the form](#) available on the Reach Out and Read Colorado website in order for a thank you letter/tax receipt to be generated. Clinics are also welcome to send thank you letters to donors.

I still have questions.

Please contact your Regional Coordinator with any additional questions, concerns, or ideas.