

# Collection and Sorting Guidelines



## Incoming Donations

It's much easier to sort your donated books as they come in each day.

Stacking books in a specified area with a paper label may be more helpful at first. Once you have enough to fill a box, you can label the box appropriately.

Packing a box once is better than unpacking it and repacking it later.

Caribbean countries have: 'Infant Schools' for Kindergarten to Grade 2; 'Primary Schools' for Grade 3 to 6; 'Comprehensive Schools' for Grade 7 to 12.

As a result, our boxes have a labeling key with the following categories to help with your sorting efforts:

Early Primary Readers

Late Primary/Junior Readers

Intermediate/Senior Readers

Use your best judgement to determine the categories that best fit your donated books.



## Sorting books

### DONATIONS FROM YOUR SCHOOL BUILDING

Large numbers of subject specific titles, such as a Grade 9 Science, should be packed in a box without other titles. We suggest including corresponding Teacher Guides when possible. If there is space left in a box, we encourage you to pack related materials for the same grade level to use box space efficiently

### DONATIONS FROM THE STUDENT BODY

Please use the same criteria for assessing quality, in terms of damage or stained material. Often young children like to put their names inside the front cover. This is acceptable, and does not disqualify the book from your collection. Books with minor 'dog-eared' creases, meant to keep a reader's place, are also acceptable.