

How to step up a community bookshelf

Location			
Date & time (if relevant)			
Audience	<input type="checkbox"/> Children <input type="checkbox"/> Young adults <input type="checkbox"/> Families <input type="checkbox"/> Parents <input type="checkbox"/> Whole community <input type="checkbox"/> Retired adults <input type="checkbox"/> Other		
Resources	<input type="checkbox"/> Books <input type="checkbox"/> Display equipment <input type="checkbox"/> Tables <input type="checkbox"/> Tokens (or similar if planning an event) <input type="checkbox"/> Poster explaining swap	Get the word out	<input type="checkbox"/> Social media <input type="checkbox"/> Word of mouth <input type="checkbox"/> Community networks <input type="checkbox"/> Posters
Any adaptations			
Checklist	<input type="checkbox"/> Books collected <input type="checkbox"/> Are the books in good condition? <input type="checkbox"/> Location set up <input type="checkbox"/> Considered health and safety (see more guidance in our handbook)		

Next step...

Take a moment to think about the following questions and share your thoughts or any feedback with our team at literacy.champions@literacytrust.org.uk.

- **Are books being swapped?**
- **Have you had positive feedback?** Share a photo of your book swap too!
- **How many people attended your event?**

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