

# THE BOOK DRIVE GUIDE



# **THANK YOU**

**for supporting literacy by doing a book drive  
for Open Books!**

**We're proud to provide transformative  
programs to more than 5,000 students every  
year. Every book you donate helps us expand  
our reach and do more across Chicago.**

# HOW WE WORK

**We collect used books.**

**We utilize them in  
OUR PROGRAMS,  
sell them in our  
STORES and online,  
and give them away  
as BOOK GRANTS.**

**And our incredible  
VOLUNTEERS AND  
SUPPORTERS  
make everything  
possible.**

**Sales of  
donated books  
help support our  
LITERACY PROGRAMS  
for K-12 students  
across Chicago.**

# HOW TO RUN YOUR BOOK DRIVE



## 1 PICK A DATE AND PLACE

We recommend running your drive for 2-4 weeks, or coordinating it with an event if you have enough lead time.

## 2 LET US KNOW!

If possible let us know 1-2 months ahead of time so we can schedule your pick up. We'll happily provide a labeled 2'x2'x4' box and posters to use.

## 3 SPREAD THE WORD

Reach out to your networks, personal or professional to advertise the drive. If you need additional marketing materials let us know.

## 4 FINISH YOUR DRIVE

Arrange for pick up or drop off at one of our locations.



# WHAT CAN I DONATE?

## We accept:

- All recently published Children's Books in good condition, including teen/YA titles
- Adult Books in almost all genres that are in good, resellable condition
- LPs in playable condition

## We do not accept:

- |                    |  |
|--------------------|--|
| • Encyclopedias    | • Books with significant damage        |
| • Older Textbooks  | • Magazines                            |
| • Library Discards | • VHS Tapes or Audio Books on Cassette |



# OUR LOCATIONS

**WEST LOOP: 651 W Lake, Chicago, IL 60661**

Available during store hours (M-Th, 10-6pm; Fri-Sun, 10-7pm).  
No more than four boxes per donation at this location, please.

**PILSEN: 905 W. 19th St., Chicago, IL 60608**

Drop slot in front of building available 24 hours a day.  
Larger donations accepted during store hours (M-F, 10-6pm,  
Sat/Sun, 10-4pm).

**River North: 802 W. Superior, Chicago, IL 60642**

Drop box at corner of Halsted + Superior

**Skokie: Westfield Old Orchard Mall, 4999 Old Orchard Shopping Center, Skokie, IL 60077**

Northeast corner of parking lot A, at the corner of Skokie Blvd and Golf Rd. Use the entrance off Skokie Blvd near Maggiano's.



# Questions?

Reach out to your Open Books contact or  
connect with us here:

[books@open-books.org](mailto:books@open-books.org)

312 243 9776

[www.open-books.org](http://www.open-books.org)

