Build Classroom Libraries With Books Students Want to Read

Give students access to books and encourage independent reading. Just follow these steps.

Four to six weeks before your Fair:
• Plan a preview of the Book Fair for teachers before you open the Book Fair up to everyone.

• Invite teachers with personalized invitations (available in the Toolkit). Also mention that refreshments will be served.

• Remind teachers that your Book Fair will have books for a wide range of interests. Books on all subjects, including science, social studies, and more, can be found at the Book Fair.

• Inform parents by including Classroom Wish List information in letters, newsletters, and on your Book Fair homepage.

One to three weeks before your Fair:
• Create an attractive Wish List display board using the materials in your Planning Kit and found in the Toolkit.

• Reproduce or download book donation slips and gift certificates enough to accommodate your school.

• If you need more slip pockets, print the Classroom Wish List envelope template (available in the Toolkit) onto sealed #10 business envelopes, cut them in half, and glue or tape them to your display board.

Upon arrival of your Fair:
• Use the color-coded identification system to make it easy for everyone to find books. The color-coded system links age and interest-related books to the bookcase header panels, booklists, and shelf-strips.

• Position your Classroom Wish List display board in a prominent spot within the immediate confines of the Book Fair. An ideal location for the display is near the cashier’s table.

Host a Teacher Preview activity:
• Encourage teachers to browse the Fair, identify books they’d like for their classroom, and complete a book donation card. Remind them to indicate where the books are located within the Book Fair.

• Before leaving the preview, instruct teachers to place their completed slips into their donation slip pocket on the display board.

During Book Fair week:
• Make sure all volunteers are aware and informed of Classroom Wish List specifics so they can solicit support for the program.

• As shoppers pull book donation slips from the display board, ask Book Fair volunteers to assist them in locating the books.

• When someone grants a wish, ask them to fill out a bookplate for each book they donate. Place it on the inside front cover of the book. Make sure the cashier station is stocked with bookplates.

• Shoppers granting wishes can deliver their donated book(s) directly to the teacher for whom it was purchased, or the book(s) can be left with the cashier to distribute to the teacher.

• Note: Some shoppers may not have the time to locate desired books. Or, they may want to grant a wish for a teacher who did not complete many book donation slips. In these cases, they can purchase a gift certificate (available in the Toolkit). This allows the teacher to purchase whatever he/she would like from the Fair for his/her classroom.