

## Bookshare Program

This program is run by the SPL board and helps get books into the residents' hands at community assisted living homes. Donated and withdrawn books are labeled and packed into totes that are taken to each facility. While there, residents can borrow books, enjoy them, and return them, all without the hassle of physically coming to the library.

To help this project run smoothly, on a predetermined schedule, one to two individuals are needed to travel to all four facilities, picking up totes, and swapping them out. Each facility will be informed about the upcoming switch and, hopefully, will have filled the totes back up with as many books as possible. When taking totes to the facilities, individuals will usually approach the reception desk and inquire about the totes. They will also bring in the new totes and take the next set from the current location onto the next location. Only one facility has a specific agreed upon location where the totes are located instead of a main reception desk where the totes can be asked about. .

This switching of totes takes place every 3-4 months, on a predetermined day. Usually the first Saturday of each month, but there is flexibility in scheduling it as long as facilities can be informed ahead of time. For a usual switch around totes, it can take about an hour or so including travel from each facility. In March, after the annual book sale, all the totes are collected from all the facilities and brought back behind the library circulation desk. After volunteers switch out the materials, in about a week, the totes will be ready to be recirculated to facilities following the predetermined schedule on the table provided.