

How to Process YALS to Go Kits

The host library is responsible for ordering books and processing the bag and its materials. Each bag will contain 10 regular print trade paperback copies. One large print copy that may be either paperback or hardcover or audio copy (CD or Playaway) is suggested but not required.

Book Processing

- Every book should be stamped with the host library's name and location on the top edge, the bottom edge, the front flyleaf (or half-title page), and the back flyleaf.
- A white label (size 0.75" x 1" or similar work well) should be placed on the upper right corner of the cover with the following information:

YALS to Go

Kit #

Copy #

(or LP Copy / Audio Copy)

You can find the kit number on the included bag luggage tag.

- Do not put a spine label on the book.
- Do not place barcodes on individual books.
- Each paperback should be covered with clear adhesive plastic/vinyl or should have the spine covered by a strip of laminate. Hardcover LP copies with a dust jacket should be covered with a clear book jacket cover.

Bag Processing

- Once you have ordered copies for the kit, please contact the YALS President at yalspresident@nhlibrarians.org to let them know how many copies your kit will have, and of what type (e.g. 10 paperbacks and 1 paperback LP copy), so YALS can create and send the kit bag and materials to you via the state van.
- YALS will provide a canvas bag, luggage tag, and a pocket folder containing a laminated sign out sheet
- The host library is responsible for supplying discussion materials
- YALS will also provide a luggage tag for the bag. If the host library uses barcodes, the barcode should be affixed to the luggage tag. Do not place barcodes on individual books. If tracking is needed for individual copies, please use the included sign out. The luggage tag will list the items that are in the bag, using the following format:

YALS to Go

Kit #

BOOK TITLE

Contents:

10 paperback copies

[1 large print (hardcover or paperback), if applicable]

[1 Audiobook on CD/MP3 disc/Playaway, if applicable]

1 file folder of discussion materials

- It is recommended that the kit NOT be shelved with the library's regular collection, and therefore, should not require a security device. If you must affix a security strip/patch, please attach it to the luggage tag. Do not put devices into the individual books.

When the kit is ready to go, you must notify the YALS president at yalspresident@nhlibrarians.org or READS-to-Go Committee Chair at rtgchair@nhlibrarians.org so that the kit can be activated in the READS-to-Go system. If your library's book group would like to reserve the kit prior to general activation, the chair can coordinate that.

If you have any questions contact yalspresident@nhlibrarians.org or rtgchair@nhlibrarians.org