



# APPALACHIAN PRISON BOOK PROJECT

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*Updated April 2025 by Jordan Pugh*

## Frequently Asked Questions

### ***1. How do we respond to requests for only Dictionary/Almanac/Thesaurus if we are out?***

If we are out of those books and the person has *only* requested a reference book, put those letters in the folder labeled “Dictionary” in the processed letter bin. If a letter contains requests for books and a dictionary, send the other book(s).

### ***2. I have a letter that lists some materials from the web and asks for them. What do I do?***

If the person would like to read what is on our website, we may be able to print and send it. Place a sticky note on the letter asking for printed pages from the APBP website.

If the materials requested are not from our website, we do not have the people power to fulfill those requests. You can send the person our form letter and explain that we are a volunteer-driven organization and must limit ourselves to sending books. You can send the National Prisoner Resource List if it might be helpful. Copies should be near the law shelf. If you cannot find copies, put a sticky note on the letter that says, “Send NPRL,” and leave the letter in the folder.

### ***3. I have a letter with a non-book or education-related request. How do I respond?***

Unfortunately, we are unable to assist with non-educational requests. When relevant, we can send the National Prisoner Resource List, which includes additional resources.

### ***4. What do I do if I cannot find the particular book someone requested?***

In many cases, we cannot find an exact match. A good idea would be to write a short note on the half-sheet saying that we don’t have that book in our collection, so we are sending another book of the same genre or that seems like a possible match. Encourage the person to write again.

### ***5. What if I am not sure about the genre of a book when I log it into the system?***

Many books have their genres mentioned on the spine. Sometimes, brief reviews or the summary on the back cover include the genre. A Google search of the book’s title will also typically answer this question. Choose the “other” option if the book doesn’t match any of the options in the logging system.

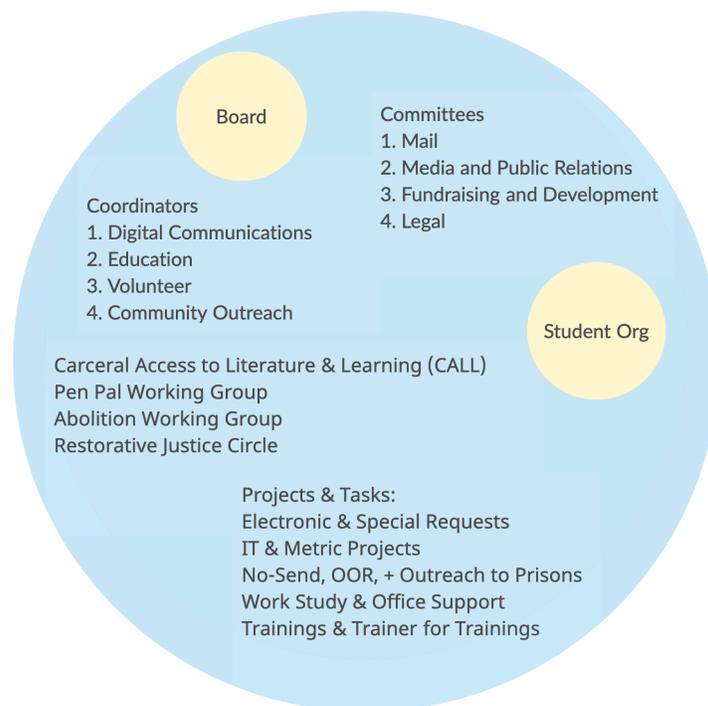
**6. I have a letter which includes a book request from another incarcerated person in addition to the request from the person who wrote the letter. What do I do?**

It's okay to send both the books but address the half-sheet in each of the books to clarify which book is for whom. Log the books separately in the system, although you should wrap the books as a single package, unless two addresses are provided.

**7. How else can I become involved with APBP?**

You are welcome to learn more about the other educational work APBP does by attending a board meeting, joining us on Slack, or contacting [committee chairs or coordinators](#).

Here is a visual of our organizational structure:



**8. How can I learn more about the criminal legal system and efforts to create more justice?**

To better understand how APBP works and learn more about imprisonment, re-entry, and education, read these [educational resources](#) compiled with volunteers in mind.

The above FAQs are meant to guide your volunteer experience. If you are having trouble getting started, need clarification on a step, or have questions, please reach out by [email](#) or social media.

