



Thank you for your interest in organizing a book, magazine, and/or DVD drive for Children's Hospital of Pittsburgh of UPMC. Please review the guidelines below before beginning your drive. If you have any questions or concerns as you begin this process, please contact the Family Resource Center and Library at 412-692-5288 or via email at chplibrary@chp.edu. We encourage community members who are completing a large book drive (approximately more than 200 materials) to contact us in advance so that we can plan for efficient storage and expedite distribution of materials into the hands of patients and families.

As you can imagine, there is a lot of down time in the hospital. Books, magazines, and DVDs provide valuable distraction to our patients and families during their stay. The materials you collect will be available for adoption by patients and their families. The Adopt-A-Book area is immensely popular and there is an ongoing need for materials. We rely entirely on the generosity of donations from the surrounding communities to maintain this treasured resource.

In order to get the books into hands of patients and families as quickly as we can, we ask that you follow the below guidelines:

- 1) We gladly accept new or gently used children's and grown up books, magazines and DVDs. Please no stained, moldy or torn books.
- 2) We do not accept sets of encyclopedias, textbooks or VHS tapes.
- 3) If possible, please try to wipe down books with Clorox wipes.
- 4) Magazines should have the address labels removed or blacked out prior to donation.
- 5) Attach a green "Please Adopt Me" sticker to the front cover of books. We will be happy to mail these stickers to you. You can call us at 412-692-5288 or email us at chplibrary@chp.edu and let us know where to send them and how many you need.
- 6) All books and magazines should be separated according to category, placed in clean sturdy boxes or plastic bins, and labeled accordingly:
 - Baby books (chunky, thick cardboard pages)
 - Picture books
 - Chapter books
 - Teen books
 - Grown Ups books
 - Magazines
 - DVDs (G, PG, or PG-13 please)

After you have everything collected, cleaned and labeled, please contact the Family Resource Center and Library to schedule a time to drop the books off at the Main Hospital. We apologize that we are unable to pick up materials in the community.

Thank you again for your help in keeping our Adopt-A-Book shelves fully stocked to support the needs of our patients and families.