

# Anatomy of a BINGE BOX



## Box

Source: [getgarveys.com/](http://getgarveys.com/)  
\*NON-BRANDED "Deluxe Literature Mailers, 15 1/8" x 11 1/8" x 4", White, 50/Bundle"  
SKU: BOXMFL15114  
Your Price: \$98.10/PK (\$1.92/each)

## Decoration

Source: [canva.com](http://canva.com)  
11x17 paper, Landscape setting  
Top: "Binge Box," library logo, abstract design in branded colors  
Side: "For" "Pick up by," "Books Due"  
Inside: 8.5x11: "Happy Reading! Remember the box and treats are yours to keep, but please return the books on their due date."

## Giveaways

Source: [amazon.com](http://amazon.com)  
Food allergy disclaimer on request form, only sealed snacks.  
Chips: recommend plain for dietary restrictions- Lays classic, Fritos, Skinny Pop, etc. that are Vegan, gluten-free  
Candy: avoid melty chocolate in summer. Tea, cocoa, lemonade.  
Non-food: stickers, bookmarks, gel pens, mini notebooks, seasonal, etc.

## Books

Source: Library  
4 books selected to the personalized taste of the patron as they indicate in the request form. Novelist readalikes. Write a post-it note on each book.  
Check out with special due date: 21 days + 7 days to pick up = 28 days.

# Timeline of a BINGE BOX

## Preassemble



- Print labels needed
- Build boxes
- Gather promotions and Book Page
- Fill with giveaways
- Label on inside and outside
- Stack up so they're ready for staff

## Request

Our patrons request through [www.cslibrary.org/binge-boxes](http://www.cslibrary.org/binge-boxes)  
 This links to calendar events for different age groups.

**Custom registration question:**  
 "Please tell us your preferences on the following 3 things.  
 The more details, the better! 1. Format (regular print, large print, audio), 2. Genre (mystery, non-fiction, romance, etc.), 3. Tell us about a book you enjoyed and what you do not like."

## Claim

- Staff view of Library Market
- View registration list
- Edit the patron registration:  
 Add staff initials and date in "Special Notes" to indicate who is working on the request

Age	Birthdate	Special Notes
Over 18		LC 5/4
Over 18		JE 5/5
Over 18		JE 5/5
Over 18		RM 5/5
Over 18		JE 5/6
Over 18		JE 5/6

## Fill



- Record the books in a shared Excel file so we don't send them the same thing in the future
- Check the books out to their card with a special due date 28 days
- Write a personal sticky note on each
- Label the box, place behind Circ Desk

## Email

**Our standard email:**  
 Your Binge Box is ready to pick up at the Carol Stream Public Library! You have until \_\_\_\_\_ to pick up your box. The books will be due on \_\_\_\_\_. Remember, please return the items when they are due, but the box and everything else is yours to keep. If you have any questions, please let me know.  
 Happy Reading!