



How to Host a Book Swap

by Our Thriving Hive
@ourthrivinghivelondon

1.

Hire a space for the swap (or use your own home) and secure a storage space for books.

2.

Create your free event on Eventbrite (see below). Will cash donations be accepted toward hall hire or to benefit a charity? Mention it in the "details".

3.

Advertise: Create flyers and place them (with permission) in bookish places and/or hand out to neighbors. Post digitally on neighborhood Facebook groups and other platforms.

4.

Plan what you will do with all your leftover books! (see below)

5.

Prepare book-drop spaces and sort/organize books as they come in (or all in one go at the end).

6.

Open your doors for the event with teas, coffees, and biscuits! Enjoy plenty of bookish conversation and getting to know your neighbors!

Questions? Get in touch at:
ourthrivinghive@gmail.com

How to create an Eventbrite event:

https://www.eventbrite.co.uk/support/articles/en_US/Multi_Group_How_To/how-to-create-an-event?lg=en_GB

"Details" Tab: Feel free to copy and paste anything that would be helpful!

Summary:

Swap your well-loved books (or at least the ones you're willing to part with) for some summer holiday reading!

Details:

Start the summer holiday with a few new-to-you books! It's a fun, sustainable, community-minded way to shop for your books.

How does it work?

Step 1: Get a FREE ticket on Eventbrite. Invite some friends to do the same!

Step 2: You will receive an email confirming your ticket, designated drop-off location (Brittany's Home), a list of accepted items to donate, and venue/parking information.

Step 3: Go through your shelves for books that you are willing to part with (I know it's difficult). We will accept: Books for all ages, in all genres, graphic novels, cookbooks, recent editions of magazines, sheet music, never-been-used journals, 2022 calendars or diaries. Please make sure that all items are in good condition (no pages ripped or missing, and no markings).

Step 4: From now, until two days before the swap (7 July), bag or box up your books and drop them at the designated location specified in your confirmation email. You may drop off as many books as you like as long as they are in good condition.

Step 5: The day of the swap, arrive between the specified times with your ticket. Select up to 5 items (often more depending on how much has been donated) and check out with a volunteer.

Nothing to swap? You still need to register. During the last hour (2:00-3:00pm), the swap will become a "giveaway" for those who had nothing to swap (5 items max).

After the swap: Leftover books will either be saved for the next swap, sold, or donated. If you'd like to make a cash contribution at the swap, all donations will benefit the Community Library!

Follow me @ourthrivinghivelondon

Questions? ourthrivinghive@gmail.com

"Order Options" → "Order Confirmation" tab:

Message for Order confirmation:

Thanks for registering! Be sure to also check your JUNK MAIL as your confirmation may end up there! When you get your confirmation email, remember to jot down the exact location of my home as I don't have it listed publicly.

Please note that the time of the swap will be from 11:00-15:00.

See you at the swap!

Brittany

Customise email:

Thanks for registering for the Summer Book Swap! Please jot down this address for both the drop box and swap location:

SWAP ADDRESS HERE

There will be a black box labeled "Book Swap Dropbox" for you to drop your books. Feel free to drop off as many as you'd like, as long as they are in good condition.

Acceptable items to drop:

Books for all ages, in all genres, graphic novels, cookbooks, recent editions of magazines, sheet music, never-been-used journals, 2022 or 2023 calendars or diaries. Please make sure that all items are in good condition (no pages ripped or missing, and no markings).

Parking: Street parking is available during the times of the swap. When you drop your books, please be aware that there are parking restrictions from 9-10am and 3-4pm. The closest stations are _____ and _____.

Please note that the time of the swap will be from 11:00-15:00.

Want to see what else I'm up to? Follow @ourthrivinghivelondon
See you at the swap!

Brittany

What to do with leftover books:

It's important to be up front about what will happen with leftover books. We usually list 3 options. They will either be:

- Sold-You won't make much money, but you can list books on places like Vinted, or ebay, or sell through We Buy Books.
- Saved- If you have plenty of storage, you may want to keep some books to help stock the next swap.
- Donated- We have given books away to families, to our local tube station swap shelf, and to charities.

Template for flyers::

Feel free to use any of these templates to help create your own flyers for your book swap!

https://www.canva.com/design/DAFFb7vk7Ug/3brC8nToCo6o4mPMhRPaOw/view?utm_content=DAFFb7vk7Ug&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview