**Guidelines FOR BOOK SORTERS**

**TAKE PLENTY OF TIME – there is no hurry!**

There will be a sorting table just for books.

We do not gift:

Religious books

School / college textbooks

Reading scheme books

Educational workbooks

Adult books (“young adult” fiction is fine)

Past years’ annuals or record books

Ladybird books

Look at the condition of the book. Is it new? Is it free of dog-ears, rips, and scribbles?

If it’s a hardback book, but has a loose paper cover – if the cover is tatty but the book is otherwise in good condition, does the book look ok without the paper cover?

Check the front page of each book – has it been gifted before and does it have an inscription written in it?

If the book is for a child, new or as-new, and not in one of the prohibited categories, take it to the appropriate table:

Age 0-2 (Red)

Age 3-5 (Green)

Age 6-9 (Blue)

Age 10-13 (Orange)

Age 14+ (Purple)

All other books should be placed in the “unsuitable items” box.