Maryland Commission on African American History and Culture (MCAAHC)

STATEWIDE BOOK DRIVE

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ABOUT MCAAHC

The MCAAHC is committed to discovering, documenting, preserving, collecting, and promoting Maryland's African American heritage via:

- Technical assistance to aligned institutions and constituencies
- Educational initiatives that foster understanding and awareness
- Programming that celebrates African American heritage and culture

MARYLAND COMMISSION ON AFRICAN AMERICAN HISTORY AND CULTURE

BOOK DRIVE

2025 - 2026

The Maryland Commission on African American History and Culture (MCAAHC) 3rd Annual Statewide Book Drive invites Marylanders to

Maryland Commission on African American History & Culture (MCAAHC) 2025–2026 Statewide Book Drive

Now in its third year, the Maryland Commission on African American History & Culture (MCAAHC) invites Marylanders to contribute to a statewide book drive. Donations of new or gently used books that align with the MCAAHC mission are welcomed at designated collection sites across the state through June 2026. The MCAAHC remains committed to serving as a voice and venue against marginalization, false narratives, book banning, and other systemic practices that suppress, distort, or misrepresent the history of African Americans in Maryland.

Toolkit

This toolkit includes everything you need to get started:

1. **Promotional Flyer**
   Ready-to-use template to advertise the Book Drive in your community and online.
2. **Procedures & Logistics Guide**
   Step-by-step instructions for collecting, storing, and coordinating book donations.
3. **Important Dates & Deadlines**
   A timeline of key milestones to keep your site on track.
4. **Staff & Volunteer Role Guide**
   Clear expectations and responsibilities for team members and volunteers.
5. **Frequently Asked Questions (FAQ)**
   Common answers to ensure smooth participation.

HOW TO PARTICIPATE

Timeline: Emancipation Day – Juneteenth

Eligible Donations:

- New/unused books, across all reading levels, in alignment with the MCAAHC mission are welcomed

Eligible Participants:

- Libraries and educational institutions
- Community organizations
- Individual donors
- Local businesses

How to Participate

Eligible Donations

- New or unused books across all reading levels.
- Must align with MCAAHC’s mission of representing and uplifting African American heritage and culture.

Who Can Donate

- Libraries and educational institutions
- Community organizations
- Individual donors
- Local businesses

Step-by-Step Guide: Collecting, Storing & Coordinating Book Donations

For Libraries, Community Partners & MAPLA Sites

Step 1: Designate a Site Lead & Confirm Participation

- Identify a primary point of contact at your organization to oversee all book drive activities.
- Register your site with MCAAHC coordinators by emailing: mcaahcbookdrive@gmail.com.
- Once confirmed, you'll receive promotional flyers, signage templates, and communication updates.

Step 2: Set Up Collection Areas

- Choose a visible, high-traffic location (e.g., lobby, library entrance, community center reception).
- Place clearly labeled collection bins or boxes with Book Drive signage.
- Ensure bins are sturdy and accessible for all ages and abilities.
- If possible, provide a small table or display to showcase example titles that align with MCAAHC's mission.

Step 3: Promote the Drive

- Display flyers and posters in and around your building.
- Share digital versions on social media, email newsletters, and community listservs.
- Encourage staff, patrons, students, and community members to spread the word.
- Highlight the timeline (Maryland Emancipation Day → Juneteenth) and the mission to combat censorship and increase representation.

Step 4: Accept & Screen Donations

- Accept new or unused books across all reading levels.

- Check that donations align with MCAAHC's mission—centered on African American history, culture, authors, and representative storytelling.
- Politely decline materials that are:
    - Damaged or unusable (torn, moldy, written in)
    - Out of scope (e.g., unrelated textbooks, religious tracts, outdated manuals)
- Keep a running tally of accepted books for reporting purposes.

Step 5: Store Donations Properly

- Select a dry, clean, and secure storage location on-site.
- Keep boxes off the floor and away from direct sunlight or moisture.
- Organize books into labeled categories, such as:
    - Early Readers / Picture Books
    - Middle Grade
    - Young Adult
    - Adult Non-Fiction / Cultural Works
- If space is limited, arrange for regular transfers to a secondary storage area.

Step 6: Coordinate with MCAAHC

- Maintain regular communication with MCAAHC coordinators for:
    - Supply needs (extra boxes, signage, flyers)
    - Mid-drive check-ins
    - Final collection schedules
- Submit brief progress updates if requested (e.g., number of books collected, community engagement stories, challenges).

Step 7: Prepare for Giveaway Event

As the Book Drive nears its conclusion, your site may host or participate in a community book giveaway event to distribute the collected titles.

Before the Event:

- **Sort and organize** books by category (e.g., Early Readers, Young Adult, Adult Non-Fiction) to make browsing easy.
- **Count and label boxes or tables** clearly to track inventory and ensure a smooth flow during the event.
- Coordinate with MCAAHC to **confirm your event date, location, and logistics** (e.g., set-up time, staffing, guest speakers, media coverage).
- Prepare **signage and displays** that reflect the MCAAHC mission—promoting literacy, representation, and cultural heritage.
- Create a **volunteer schedule** to cover set-up, distribution, and clean-up.

During the Event:

- Set up tables in a way that encourages browsing and interaction.
- Have **volunteers greet attendees**, answer questions, and guide them to age-appropriate or interest-based sections.
- Offer **program information** about MCAAHC, MAPLA, and future book drives.
- Take photos and gather brief testimonials (with permission) to capture impact.

After the Event:

- Collect any **remaining books** for future placement or donation to aligned institutions.
- **Clean and pack up** the event space, returning borrowed materials or signage.
- Share a short **event summary** with MCAAHC, including number of attendees, books distributed, and any success stories or media coverage.

Step 8: Celebrate & Share Impact

- Take photos (with permission) of your site's book display, volunteers, or community engagement moments.
- Share a brief reflection or testimonial with MCAAHC to highlight your site's contribution.
- Post on social media using **MCAAHC's hashtags** or tags to help amplify the campaign statewide.
- Thank your donors and volunteers through newsletters, signs, or shout-outs.

Timeline

Start: Maryland Emancipation Day, November 1, 2025
End: Juneteenth 2026

Month	Suggested Activities
Month 1 – Launch (November)	• Confirm participation with MCAAHC • Designate site lead and volunteer team • Plan your local drive timeline and giveaway event date • Receive and print promotional materials • Begin early outreach through social media, newsletters, and community partners
Month 2 – Outreach & Prep (December)	• Finalize set-up for collection areas • Distribute flyers and digital materials widely • Engage partners (schools, organizations, businesses) to build momentum

	• Train volunteers on donation procedures
Month 3 – Collection Begins (January)	• Officially open donation boxes • Promote the drive regularly through events, tabling, and word-of-mouth • Begin sorting and tallying incoming donations
Month 4 – Mid-Drive Push (February)	• Host a mid-point mini event or social media campaign to boost visibility • Re-stock collection areas and request additional supplies if needed • Check in with MCAAHC coordinators for support
Month 5 – Continued Collection (March)	• Keep bins visible and organized • Maintain outreach efforts • Begin pre-planning logistics for giveaway event (venue, volunteers, partners)

Month 6 – Event Planning (April)

- Finalize giveaway event details
- Sort and categorize donations for easy distribution
- Begin promoting the upcoming giveaway event to the community

Month 7 – Giveaway & Wrap-Up (May)

- Host community giveaway event
- Distribute the majority of collected titles
- Capture impact through photos, testimonials, and numbers
- Coordinate remaining materials with MCAAHC if needed

Month 8 – Final Reporting (June)

- Close donation collection (no later than Juneteenth)
- Finalize giveaway coordination
- Submit impact summary to MCAAHC (book counts, event reflections, stories)
- Celebrate your site’s contribution through social media or community acknowledgments

COMMITTEE FORMATION

Established in 2023, the Statewide Book Drive Committee represents a collaborative effort bridging:

BOOK DRIVE COMMITTEE MEMBERS
State Advocacy and Partnership

COMMUNITY LEADERS
Local Connections

LIBRARIANS & EDUCATORS
Collection and Community Development Expertise

VOLUNTEERS
Representation and Advocacy

This diverse array of expertise guides our statewide outreach efforts, ensuring we can effectively and authentically serve all Marylanders in every region.

ROLES & DELEGATION

Library/Donation Sites

- Host collection boxes and coordinate local donations
- Engage with community members and promote participation
- Maintain communication with MCAAHC coordinators

Community Partners

- Connect local networks and potential donors
- Assist with outreach and awareness efforts
- Support donation sites with realizing long-term title locations that resonate

MCAAHC

- Provide toolkit resources and ongoing support
- Coordinate statewide logistics and communication
- Ensure quality, processes, standards and mission alignment

Staff & Volunteer Role Guide

Role	Responsibilities
Community Partners	Connect local networks and donors, assist with outreach, and support donation sites in finding permanent homes for collected titles.
Library / Donation Sites	Host collection boxes, coordinate local donations, engage with community members, and maintain communication with MCAAHC coordinators.
MCAAHC	Provide toolkit resources, coordinate statewide logistics, ensure quality control, process donations, and align efforts with mission standards.
Individuals & Volunteers	Donate new or unused books that align with MCAAHC’s mission, help promote the drive within their communities, assist with sorting and organizing donations, and support giveaway events by volunteering their time and skills.

HOW TO PARTICIPATE

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Contact Information

For questions, coordination, or more materials:
📧 **Email:** mcaahcbookdrive@gmail.com
🌐 **Website:** https://africanamerican.maryland.gov/book-drive/

Frequently Asked Questions (FAQs)

When does the 2025–2026 book drive begin?
The MCAAHC will officially launch its 3rd annual statewide book drive on **Maryland Emancipation Day, November 1, 2025**.

When does the 2025–2026 book drive conclude?
The book drive will conclude on **June 21, 2026**, allowing communities to align their donation efforts with **Juneteenth celebrations** and related programming.

How can I participate in the book drive?

- **As an individual**, you can donate books at your nearest participating collection site and encourage others to do the same. You are also invited to attend the end-of-drive **book giveaway events**, where donated materials are redistributed within local communities.
- **As an organization**, you may partner with the MCAAHC as a designated donation site, organize a collective book donation, or help raise awareness within your network.

What happens to the books that are donated?
All donated books are carefully sorted and redistributed during community **book giveaway events** at the end of the drive. These events ensure that the materials are returned to and reinvested in the communities they reflect and serve.

What kind of books can I donate? Donations of unused titles in alignment with the MCAAHC mission are welcomed.

Where do I find the MCAAHC mission? The MCAAHC mission may be found at https://africanamerican.maryland.gov/.

Is there a donation limit? No. However, our goal is to surpass 5,000 titles donated across the state.

Who can donate? All Marylanders, members of the Global Majority and allies alike.

How can I confirm if my local public library is participating in the drive as a donation site? Please, either contact your respective local public library staff or refer to this webpage for a regularly updated list of confirmed partners.

Once I arrive at the nearest donation site, where do I bring my books? At each public library, you will be able to find a donation space adorning the MCAAHC statewide book drive poster. If this space is not readily visible, please engage your respective public library staff to assist in clarifying its location.

If I have questions not addressed in the FAQs above, where do I submit them? Please, contact the MCAAHC Statewide Book Drive Committee via mcaahcbookdrive@gmail.com.