



# ***Frequently Asked Questions***

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**Q: What if I don't have enough books for all the children? Can I give them books from other age groups or months?**

**A: NO.** Titles are carefully chosen for each age group and meet specific early literacy objectives. "Bookworms" are created for the designated title and early literacy skill, and sometimes feature timely events such as Family Reading Week. Activities, parent tips, and songs/rhymes/fingerplays are based on the developmental stage of the child, and are theme-oriented. Each child must receive only the designated title for their age group during the month it is supposed to be distributed. Here are ways to avoid being short of books when you arrive for your visit:

- **Call or email ahead.** If you check in with your partner the week before your visit and find out they have increased enrollment, use the Request Form on our website to notify Staci or Kristina immediately. We can usually Fed Ex additional books to you within a few days if we have them in stock.
- **Inventory your books when shipment arrives.** We can't stress often enough the importance of counting your books as soon as you receive them. If you are short we can send you books within a few days. If you wait until right before your visit to inventory your books and find you are short, we cannot guarantee that we can get them to you in time for your visit.
- **Even with these measures, you may show up and find there are additional children. Here are several options:**
  - 1) There are often absent children on the day of your visit. Give the new child the absent child's book and newsletter, then contact us if you need additional books. We'll send them as soon as possible.
  - 2) If there are siblings in the same age group, give one sibling an alternative book (it's good to take a couple of extras each visit, from leftover SRPs, etc.) and make sure the other sibling still receives the designated book and newsletter.
  - 3) If 1 or 2 is not possible, give the child an alternative book, contact us immediately, and send the designated book and "Bookworm" to your partner as soon as you can, along with the introduction letter.

**\*\*Note: Children who enter the program late must receive a letter explaining the program with their first book and "Bookworm." Take additional copies each visit or leave additional copies with your partner.**

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**Q: How do I let you know that I need additional books?**

**A: Please use the Request Form we created for this purpose. The Request Form can be accessed on the My First Books website under “Resources for My First Books Participants.”** When you submit your form the information is automatically sent to the MFB Office Specialist, who will take care of your request in a timely manner. Please do not email Staci or Kristina with the information—we’ll use the Request Form submission to update your enrollment numbers for next month.

**Q: Where do I find the My First Books Final Report (and other forms)?**

**A: Everything participating libraries need is on the My First Books website under “Resources for My First Books Participants.”** Go to the ICfL website. Click on Early Literacy Programs. Click on My First Books. Scroll down to the bottom of the page and select the “plus” symbol next to “Resources for My First Books Participants” menu title. All of the available documents will open below this title.

**Q: Can I combine my Early Literacy Event with an elementary school event?**

**A. Yes.** However, library staff should have a designated presence at the event in which to interact with MFB families and have activities that promote early literacy/early learning, as well as library information. This could be a station that families visit, collaboration with the school librarian in the school library, etc. Be sure to promote library card sign-ups! Remember that the MFB families you’re targeting all have kindergarteners, or even preschoolers if Developmental Preschool families are also invited.

**Q: Who do I contact if I have more questions?**

**A: For questions relating to program requirements, partners, training, literacy events, challenges, etc. (issues relating to program outcomes), contact Staci Shaw.**

**Staci:** [staci.shaw@libraries.idaho.gov](mailto:staci.shaw@libraries.idaho.gov) Direct line: 208-639-4178

**For questions relating to book shipments, enrollment numbers, requesting additional books, Bookworms, Spanish materials, etc. (day-to-day coordination of the program), contact Kristina:** [kristina.taylor@libraries.idaho.gov](mailto:kristina.taylor@libraries.idaho.gov) Direct line: 208-639-4136