

Wrapping Up a Church Library Media Fair

Written by Sue Berthelot

Plans were made and carried out for a successful media fair. Now is the time to wrap up the details and enjoy all of the new media in the library.

Day After the Fair: Inventory the media and account for all items, sold and unsold. Set aside any items not purchased in the fair that the library would like to purchase. Checks and cash should be turned in to the church financial secretary. One check should be made out to the book store (if on consignment) and accompany any media that will be returned. All unsold items should be returned to the book store within one or two days of the fair to avoid any misplaced items.

Evaluation: Everyone involved with the fair should attend a meeting to discuss the positive and negative points of the fair. Discuss ways to improve and begin planning for the next fair. Did anyone spot a potential library team member during the fair?

Coming Weeks: Process the media as quickly as possible. Individuals who purchased some of the items will be eager to check them out, especially children.

- As items are processed do not forget the book plates. Take care with spelling of names.
- Acknowledgement cards are also a part of the process. Be sure to send cards to anyone who had a book placed in their honor.
- Memorial donations also need to be acknowledged. You may need to send multiple cards to family members who live in different towns.
- For items that were not given in memory or honor of an individual, a general acknowledgement in the church newsletter or Sunday bulletin is acceptable.

Check out further information on doing a church library media fair: “Planning for a Church Library Media Fair” and “Implementing a Church Library Media Fair”.

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