

## **Implementing a Church Library Media Fair**

**Written by Sue Berthelot**

With your plans in hand for your media fair, here are some implementation ideas.

**Media Selection:** Print a subject list of your collection and use it to make a list of areas that need media. Browse web sites and catalogs to search for media as you prepare a shopping list for the book store. In addition, use this shopping list to prepare a mediagraphy for those who cannot attend the fair but wish to purchase items for the library.

**Book Store Visit:** The team leader should visit the book store two to three months before the scheduled fair. Discuss the process with the manager and have a clear understanding about removing items from their store. Will it be on consignment or charged to the church account? What is the date the store will need your list of items to facilitate pulling and packing media or ordering out of stock items? The LifeWay Christian Store gives a twenty percent discount to church libraries. At other stores, ask about their policies regarding libraries.

**Pricing:** As you label each item that will be displayed during the fair, round up the cost of an item to avoid the need for loose change. Selling an item at full retail price will help offset the cost of processing supplies. If you are required to collect sales tax, the person handling sales during the fair should have a clear understanding of the tax rate. All checks should be made out to the church.

**Helpers:** Assigning team members to tables is important. They should be familiar with the items on their tables so that they can answer questions concerning the media. Other helpers will be needed to collect the money, remove purchased items from the fair area, and assist with filling out Gift Information Sheets. A sample form is available in the resource [\*Church Library Ministry Information Service\*](#).

**Room Set Up:** Arrange tables in the fair area so people can easily move around and view the media. Place the items on display tables according to age group and type of media selected. Use signs to identify the media on each table. A dowel stick with information on an attached sign, anchored in a two-liter green bottle filled with sand, can be placed in the center of each table. If the ceiling is drop style, a sign attached to clear monofilament line could be tied to a clear plant hook from the ceiling over each table. A table, away from the media area, will be needed to collect the money. Allow enough room for customers to write checks. Another table with chairs would provide an area for people to fill out Gift Information Sheets. The sheets are available in the resource [\*Church Library Ministry Information Service\*](#). Decorations can add a festive atmosphere to the fair but are not always necessary. Refreshments should be away from the display area to avoid accidental damage to media.

**Before the Fair:** About three days before the fair, visit the book store to pick up the media. If you are planning a large fair secure help to move the media to the designated area. Remember the church is responsible for all items not returned to the store in original condition. Inventory the media as it is placed on the display tables. Be sure the needed supplies are ready.

**Day of the Fair:** The team should be in place thirty minutes before the fair opens. Eagerly anticipate a successful day. Be enthusiastic as someone approaches a table to look at an item. Be patient. Give them time to make selections or ask questions. Place sold items in containers. At the end of the fair, enjoy looking at the empty tables and knowing the library has a large selection of new media to meet the needs of the users.

**Additional Tips:** Some church members may wish to have their donation recorded on their giving records. Offering envelopes, clipped to the Gift Information sheet, will provide an easy way for them to fill out the information to be given to the financial secretary. Church membership rolls and a phone book will provide a quick reference for addresses and correct spelling of names

**Suggested Supplies:**

Gift Information Sheets	Offering Envelopes
Pens and Pencils	Church Membership Roll & Phone Book
Money Box	Change
Paper Clips	Calculator
Containers for Media	Signs for Tables
Sand Bottles & Dowels	Plant Hooks & Monofilament Line
Tables & Chairs for Check-out Area	Table Coverings – optional
Decorations – Optional	Refreshments – optional
Processing Supplies	
Acknowledgement Cards	

Related articles to help you have a fun and successful church library media fair include “Planning for a Church Library Media Fair” and “Wrapping Up a Church Library Media Fair”.

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