

## **PEDIATRIC EBOOK LIBRARY INSTRUCTIONS**

***Device:*** Tablets

***Funding:*** External or Mixed Internal / External Funding

**Before you begin: Be sure to download the Kindle app to each tablet.**

**STEP ONE:** Create your team. (Note that one person can fill multiple roles, and that multiple people can fill a single role!)

- **Navigator:** This team member is the primary individual in charge of *creating* the library. They will keep track of the completion of each step of the process, serve as the center for communications, and complete many of the steps listed here. This position can be filled by a child life specialist, student, volunteer, or staff member of the institution.
- **Treasurer:** This team member coordinated budgets, funding, and purchases for the library. This position should be filled by an individual with access to institutional funds, if the library will have any internal funding.
- **Maintenance coordinator:** This team member is responsible for *maintaining* the library after it has been established. They ensure that any subscriptions are updated, devices are updated as needed, and books requested by patients are purchased.
- **IT/cybersecurity:** This team member obtains any clearances for internet usage that are required by the institution. They also perform any configuration or security measures that are necessary to ensure the safety of the children and institution.
- **Department staff:** These team members inform the patients and their families that a library of eBooks is available for their use and bring the devices to the patients when requested.
- The suggested personnel for each subsequent step will be identified in italics.

**STEP TWO:** Obtain approval for use of device type.

### *IT / Cybersecurity*

- Identify any departmental / institutional restrictions on use of Wi-Fi, monitoring device use, etc.
- Obtain approval for use of the device.

### **STEP THREE:** Create necessary accounts.

#### *Navigator*

- **Email:**
  1. We recommend creating a unique email account that will be used exclusively for maintenance of the library. This mailbox will receive donations of eBooks or Amazon gift cards and will be used to manage the library.
  2. **DO:** Create a Gmail account, institution-specific email address, or institution-specific shared mailbox. These can be accessed by multiple individuals and passed between current and future employees.
  3. **DO NOT:** Use an employee's personal or institutional email account. This creates the risk of the library's contents being lost should that employee leave the institution.
- **Amazon:** Create an Amazon account using the new email account.
- **Remember:** Store the login information in a secure location!

### **STEP FOUR:** Create a book wish-list.

#### *Navigator*

- We recommend reaching out to local librarians and school districts for lists of culturally and age-appropriate books for your local demographic.
- Be mindful of the capabilities of your device type (ex. color illustrations and audiobooks- see above for pros and cons of device types).
- Add the chosen titles to a wish-list on Amazon to keep track of which still need to be purchased and to provide choices for donors (see Appendix I for instructions).

### **STEP FIVE:** Identify the estimated cost of the project and create a budget.

#### *Treasurer*

- Determine the number of devices needed based on the average number of patients present per day at your institution and the cost of each device.
- Use your wish-list to estimate the total cost of the eBooks. Note that prices can range between \$0.99 and \$15.00. Young adult novels and books with illustrations, especially picture books for reading levels below grade school, tend to be more expensive.

- Identify the cost of other materials necessary for the library. Examples: device screen protectors, protective cases, phone grips for small devices, earbuds/headphones for audiobooks, a power cord for charging cables, shelves, sign, Kindle Unlimited subscription, etc.

**STEP SIX:** Purchase any materials to be funded internally. *Treasurer.*

**STEP SEVEN:** Determine the mechanism of donations to fund the remainder of the library.

*Navigator or Treasurer*

Three possible ways for donors to make a contribution:

1. Amazon gift card (RECOMMENDED)
  - PRO:* Very easy for donors to purchase (see Appendix II for instructions), can cover costs other than eBooks (ex. cases, screen protectors)
  - CON:* Few downsides to this method.
2. Individual eBooks
  - PRO:* Donors can decide exactly how their contributions are used, gifts are more personal (donor can choose a favorite childhood book)
  - CON:* The process of donation is complicated and difficult for donors to navigate without assistance (see Appendix III for instructions)
3. Monetary contribution to the institution
  - PRO:* Pre-established route for charitable contributions, donors can trust that their contributions are managed securely and are received by the institution
  - CON:* Difficult to track which funds were contributed directly to the library and which were contributed to the institution overall

**STEP EIGHT:** Solicit donations to fund the remainder of the library.

*Navigator or Treasurer*

Suggestions for fundraising:

1. Create a flyer that represents the purpose of the library and describes how to donate.
2. Distribute flyers to donors. (ex. institution-wide email announcement, flyers on institutional bulletin boards and at local businesses, fundraising table at a charitable event)

3. Interact directly with donors as often as possible.
4. Reach out to existing sponsors (ex. corporate partners, individuals)

**STEP NINE:** Purchase remaining materials using donated funds. *Treasurer.*

**STEP TEN:** Obtain any necessary clearances and configurations for use of the devices. *IT / Cybersecurity.*

**STEP ELEVEN:** Distribute the eBooks to the devices.

*Navigator*

- Log into the Kindle app on each of your devices with the Amazon account.
- On Amazon, one eBook can be distributed to a total of 6 devices (see Appendix IV for instructions). Each Kindle app counts as one device. Multiple copies of a single book can be purchased if your library has more than six.
- For larger libraries, consider creating separate devices for separate age groups and distributing the eBooks accordingly.

**STEP TWELVE:** Implement security measures.

*Maintenance*

- One option is appointing a single individual in charge of the devices (ex. child-life specialist). However, this person would not be available 24/7, limiting the availability of the library.
- A more flexible option is to create a sign-out sheet that any personnel in the department can use to sign the devices in and out of the library. The sheet should include the name of the staff member, name or room number of the patient, date and time checked in, date and time checked out, and the signature of the staff member. This allows for the location of each device to be precisely known at all times, but is less centralized.
- Be sure to store the library in a safe location, preferably in a room or cabinet with a child-proof lock.

**STEP THIRTEEN:** Introduce the library to institutional personnel.

*Maintenance / Staff / Navigator*

- The staff of the institution should be made aware that the library has been created and is a resource that is available for use by all patients and families.
- They should be made familiar with how to sign-out for each device, if a sign-out system has been created.
- Considering placing posters around the facility for both staff and families to ensure that they know that eBooks are available upon request.

**STEP FOURTEEN:** Launch your library and enjoy!

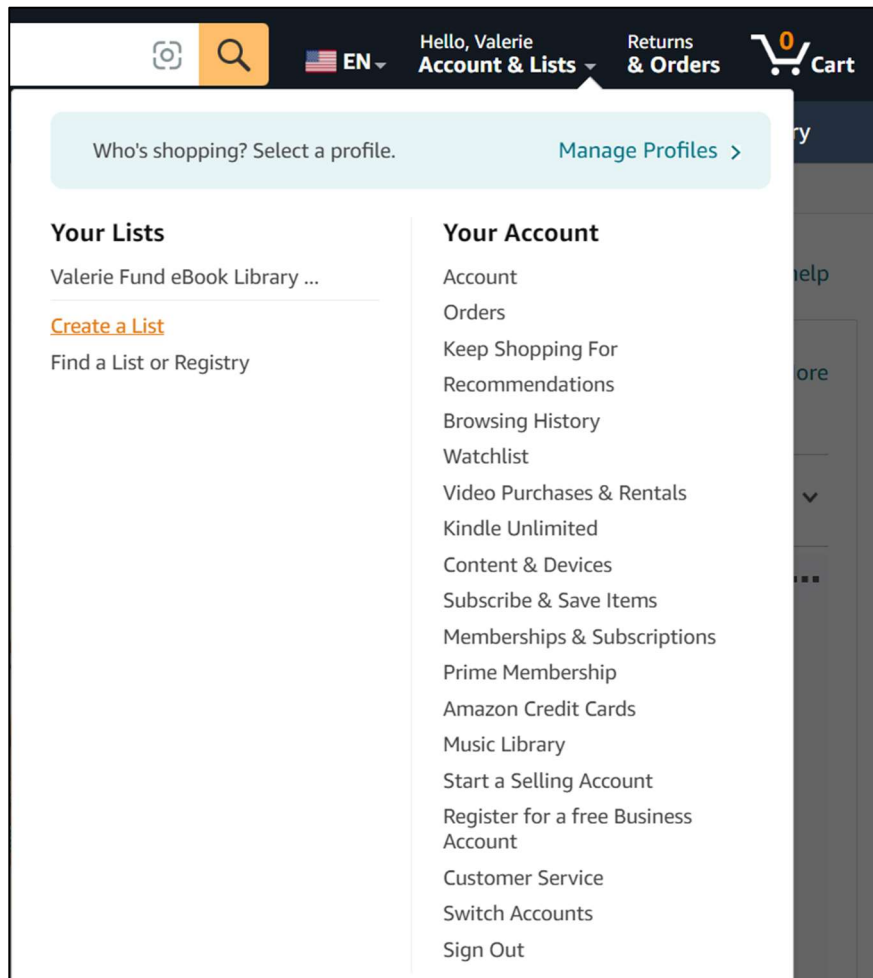
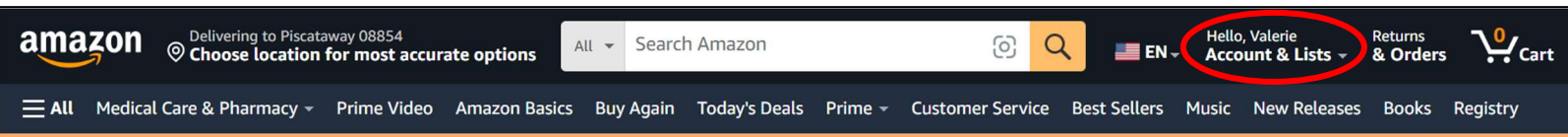
**IMPORTANT TIP:** after the library has been launched, assess its functioning, utilization, and efficiency to determine any changes that would improve its usefulness for patients and families. Asking parents about their experience with the library, conducting a survey, or collecting specific outcome measurements such as hours of use per day can be helpful in determining how your library has been received.

## APPENDIX: INSTRUCTIONS FOR NAVIGATING AMAZON

### I. How to add eBooks to an Amazon wish-list:

1. Log into Amazon.
2. Hover your cursor over “Accounts and Lists.”

3. Click “Create a List.”



4. Name your list.

**Create a new list** [X]

**List name**  
Pediatric eBook Library Wishlist

Use lists to save items for later. All lists are private unless you share them with others.

[Learn more](#) ▾

Cancel Create List

5. Click "More."

**Your Lists** Your Idea Lists Your Friends [Create a List](#) [List help](#)

Valerie Fund eBook Library Shared  
Wishlist  
Default List

**Pediatric eBook Library Wishlist** Private [Send list to others](#) **More**

[+ Invite](#)

[Search this list](#) [Filter & Sort](#) ▾

There are no items in this List.  
Add items you want to shop for.

6. Click "Manage List."

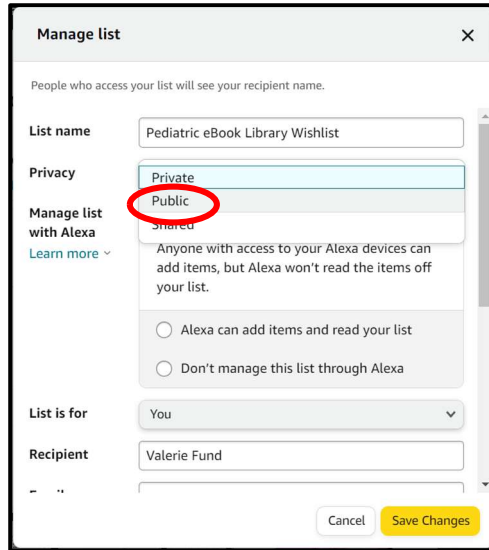
[Create a List](#) [List help](#)

[Send list to others](#) **More**

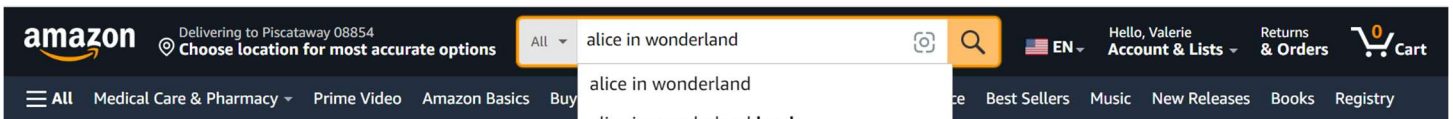
[Search this list](#)

**Manage list**  
Print List

7. Switch “Private” to “Public” and save changes (only necessary if you will be sharing your list with donors).



8. Search for your first eBook title in the search bar



9. Click on the title of the book.



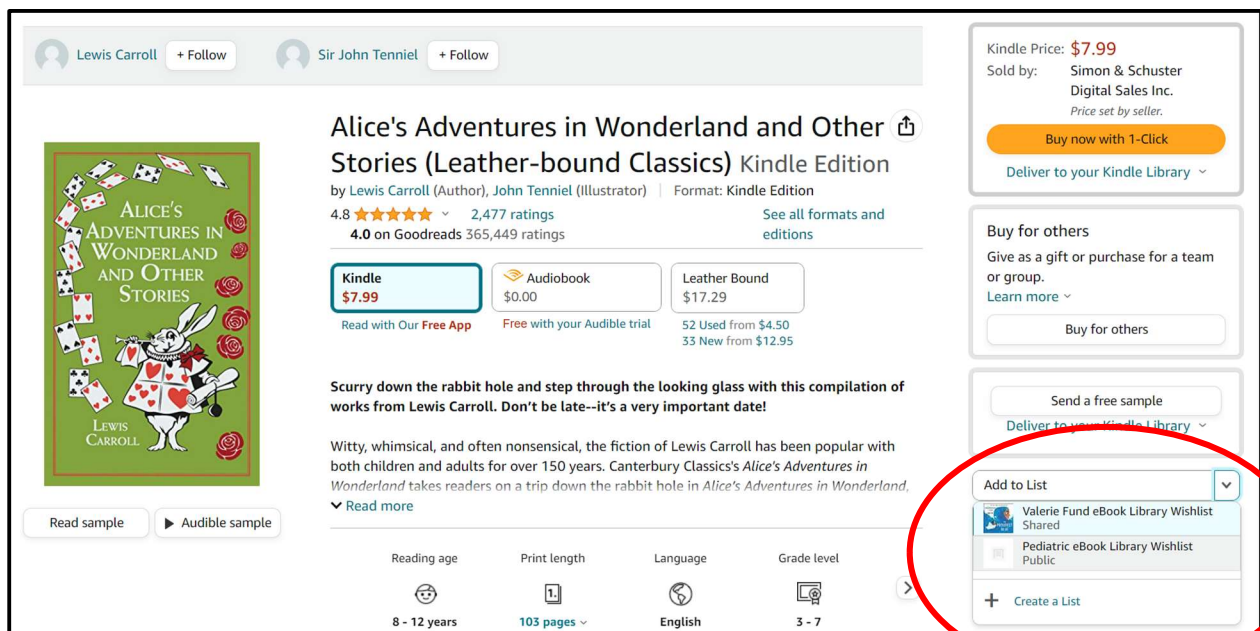


10. Select the Kindle edition. (Note that not all books have eBook editions. Some may be hidden under “See all formats and editions.”)



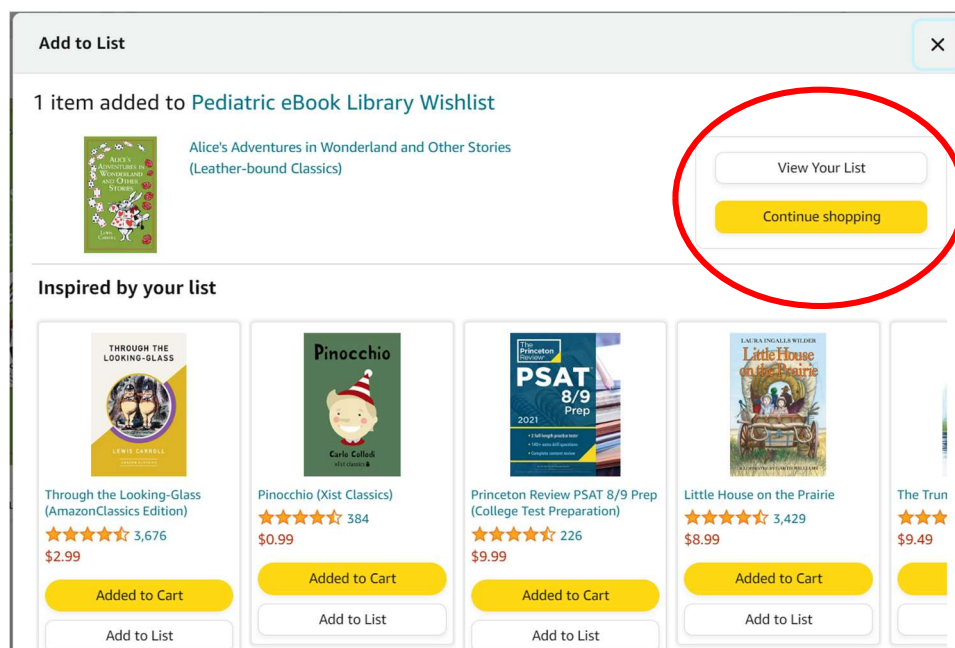
The screenshot shows the Amazon product page for 'Alice's Adventures in Wonderland and Other Stories (Leather-bound Classics) Kindle Edition'. The book cover features a white rabbit playing a trumpet, surrounded by playing cards and roses. The title is 'ALICE'S ADVENTURES IN WONDERLAND AND OTHER STORIES' by Lewis Carroll, illustrated by John Tenniel. The page displays a 4.8-star rating from 2,477 ratings and a 4.0 rating on Goodreads from 365,449 ratings. Three format options are shown: Kindle for \$7.99, Audiobook for \$0.00, and Leather Bound for \$17.29. A red circle highlights the 'See all formats and editions' link. Below the format options, there is a promotional text: 'Scurry down the rabbit hole and step through the looking glass with this compilation of works from Lewis Carroll. Don't be late--it's a very important date!' followed by a description of the book's whimsical nature and a 'Read more' link. At the bottom, there are buttons for 'Read sample' and 'Audible sample'.

11. Click the arrow next to “Add to List” and select your Wish-list.



This screenshot shows the same Amazon product page as above, but with the 'Add to List' dropdown menu open. The dropdown menu is circled in red and shows three options: 'Valerie Fund eBook Library Wishlist Shared', 'Pediatric eBook Library Wishlist Public', and 'Create a List'. The rest of the page content, including the book cover, title, ratings, and format options, remains the same as in the previous screenshot.

12. Click “Continue shopping” and repeat steps 8-12 to add more books to your list.

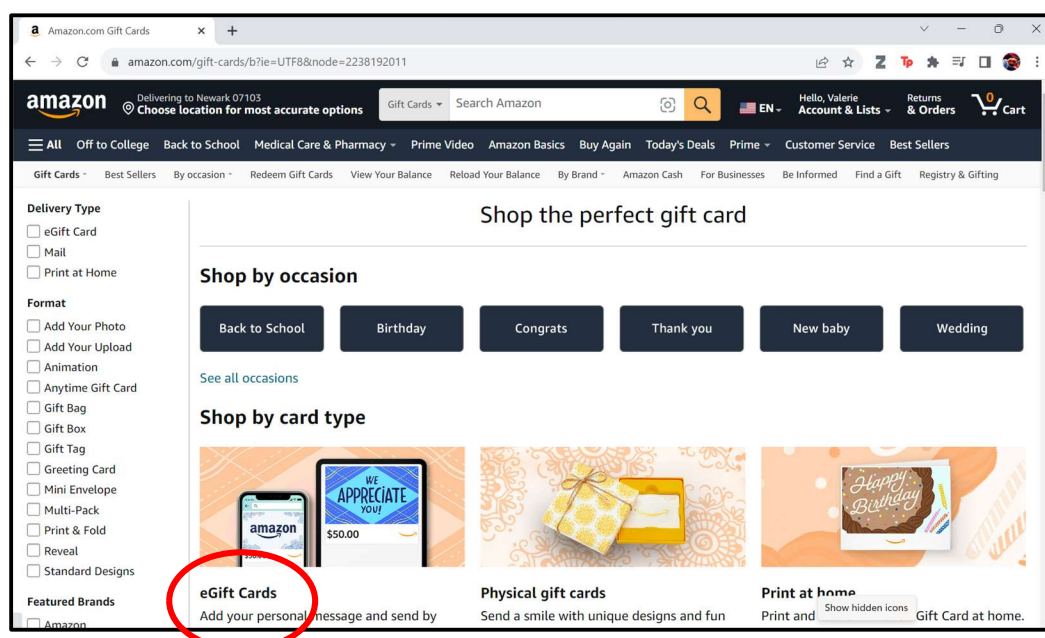


## II. How to donate an Amazon gift card to your library:

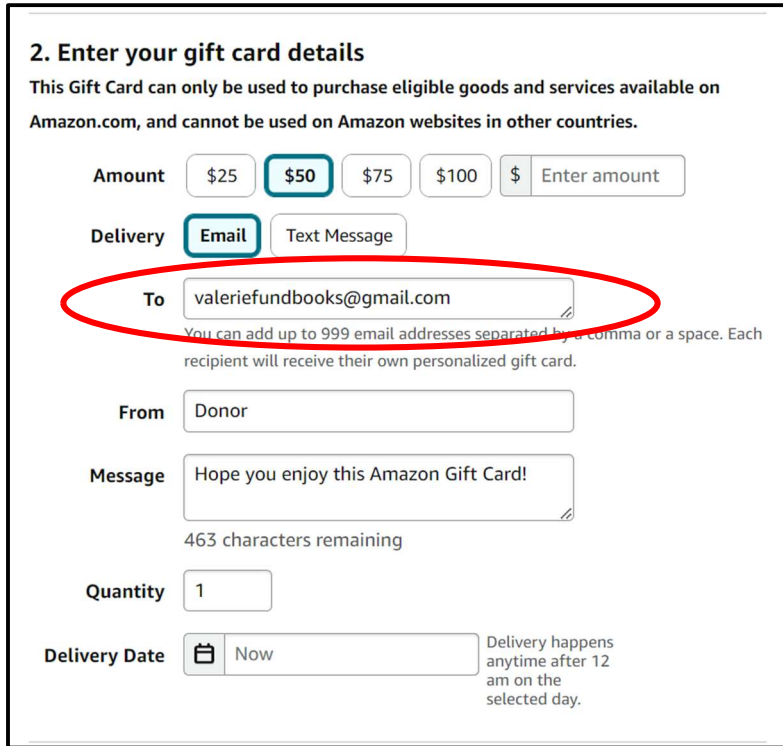
1. Use this link (or search on Google for Amazon gift cards):

<https://www.amazon.com/gift-cards/b?ie=UTF8&node=2238192011>

2. Select “eGift Cards.”



3. Scroll down to “Enter your gift card details” and type the email address for the library in the “To” field.



**2. Enter your gift card details**

This Gift Card can only be used to purchase eligible goods and services available on Amazon.com, and cannot be used on Amazon websites in other countries.

Amount

Delivery

To

You can add up to 999 email addresses separated by a comma or a space. Each recipient will receive their own personalized gift card.

From

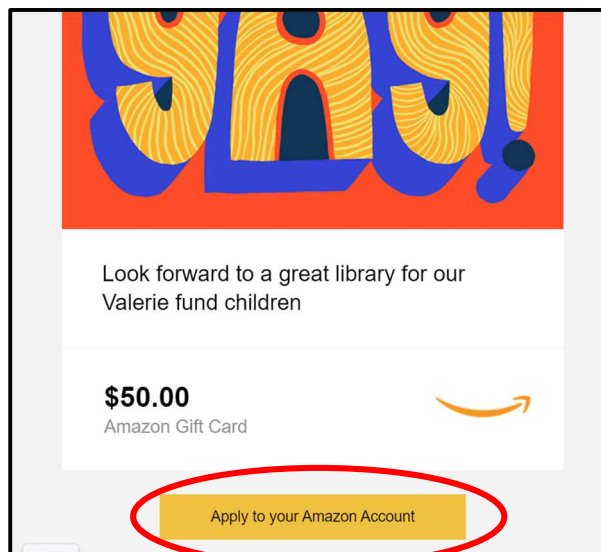
Message

463 characters remaining

Quantity

Delivery Date   Delivery happens anytime after 12 am on the selected day.

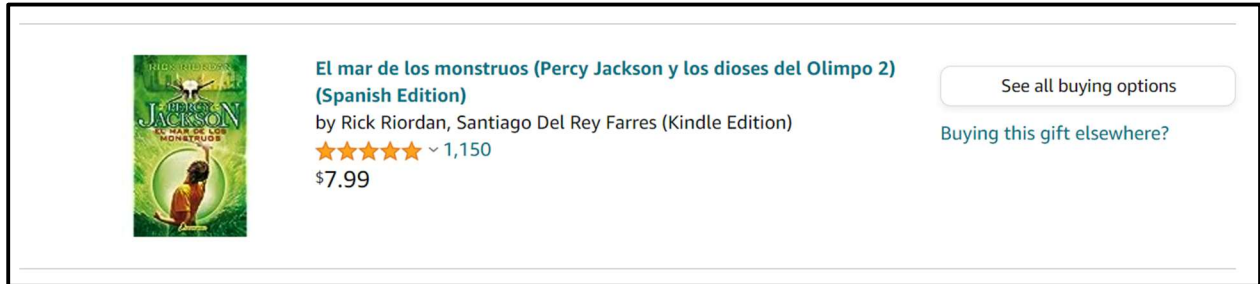
4. The library email inbox will receive a message notifying you of the donation. Select “Apply to your account” to deliver the funds to the library’s Amazon account. **Be sure you are logged into the library Amazon account (not your personal Amazon account!) before you deliver the funds!**



### III. How to donate an eBook:

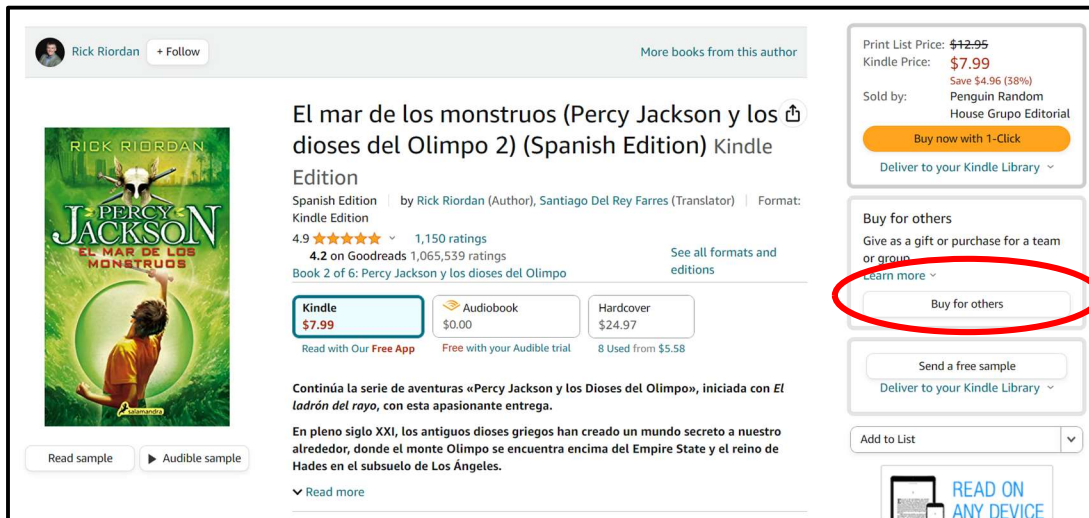
**NOTE:** An eBook cannot be sent to others from the Amazon app, or if the wish-list is formatted in a grid instead of a list.

1. Choose a book to purchase (from the wish-list or from the Amazon search bar).



2. Click on the title of the book.

3. On the right side of the page, select “Buy for others.”



4. In the “To” field, enter the email address of the library.

**amazon** Complete your Kindle Book purchase

**Choose your delivery method**

We'll email redemption links directly to your recipients  
 We'll give you redemption links to send to your recipients

**To (enter an email address for each recipient)**  
 Quantity will be determined by the number of emails you enter.

**From**

**Message**

376 characters remaining

**Delivery Date (now, or up to 45 days from today)**  
 We'll send as soon as the order is complete unless you choose a future date.

**Book Cover:** RICK RIORDAN PERCY JACKSON EL MAR DE LOS MONSTRUOS

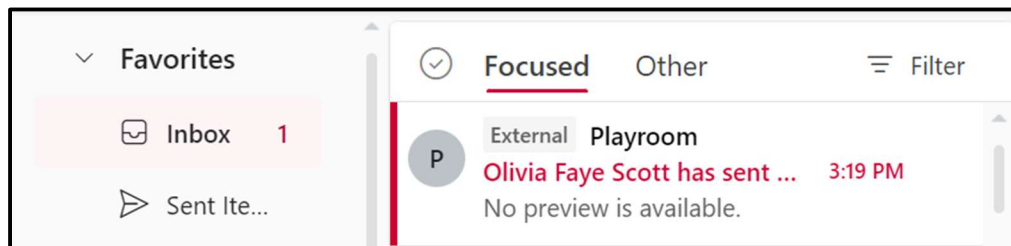
**Book Title:** El mar de los monstruos (Percy Jackson y los dioses del Olimpo 2) (Spanish Edition) by Rick Riordan

5. Fill out the rest of the fields and send the book.

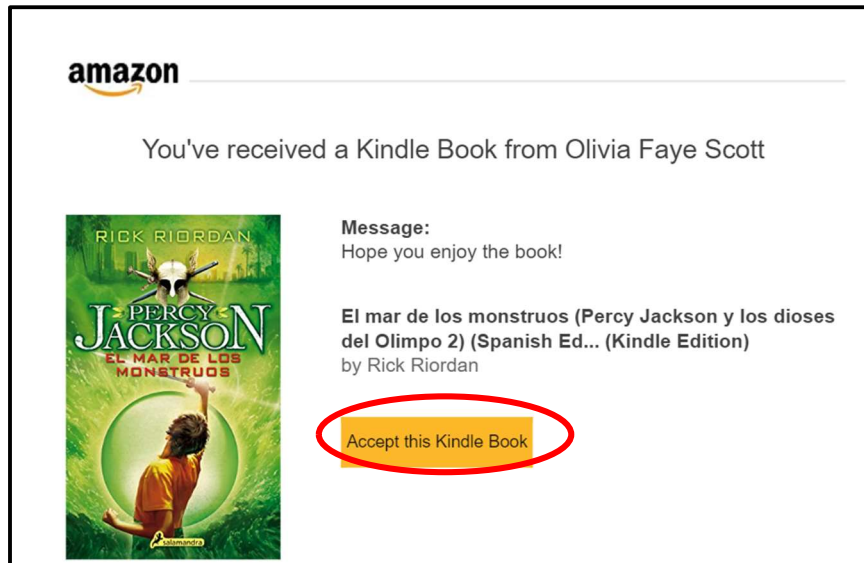
#### IV. How to accept an eBook and send it to an device:

**NOTE:** Log into your devices with your Amazon account before completing this section.

1. An email will be sent to the library's address when a book donation has been received. Open this email.



2. Click "Accept this Kindle book." **Make sure you are logged into the library's Amazon account and not your personal Amazon account before completing this step!**



3. Click “Accept and sign in.”

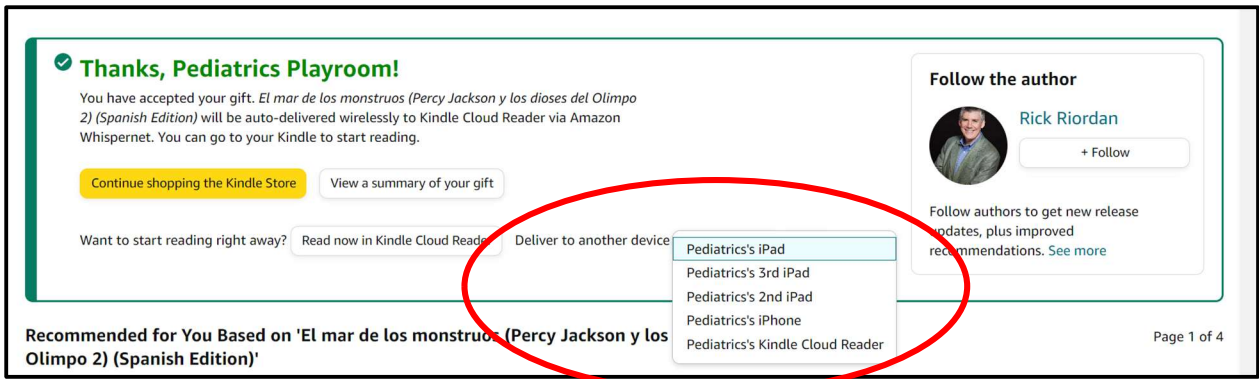


4. After you have signed in, click “Accept this eBook.”

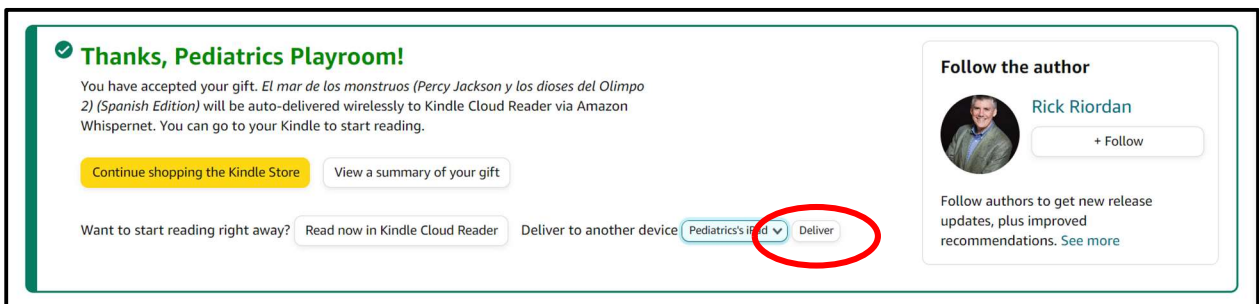


5.

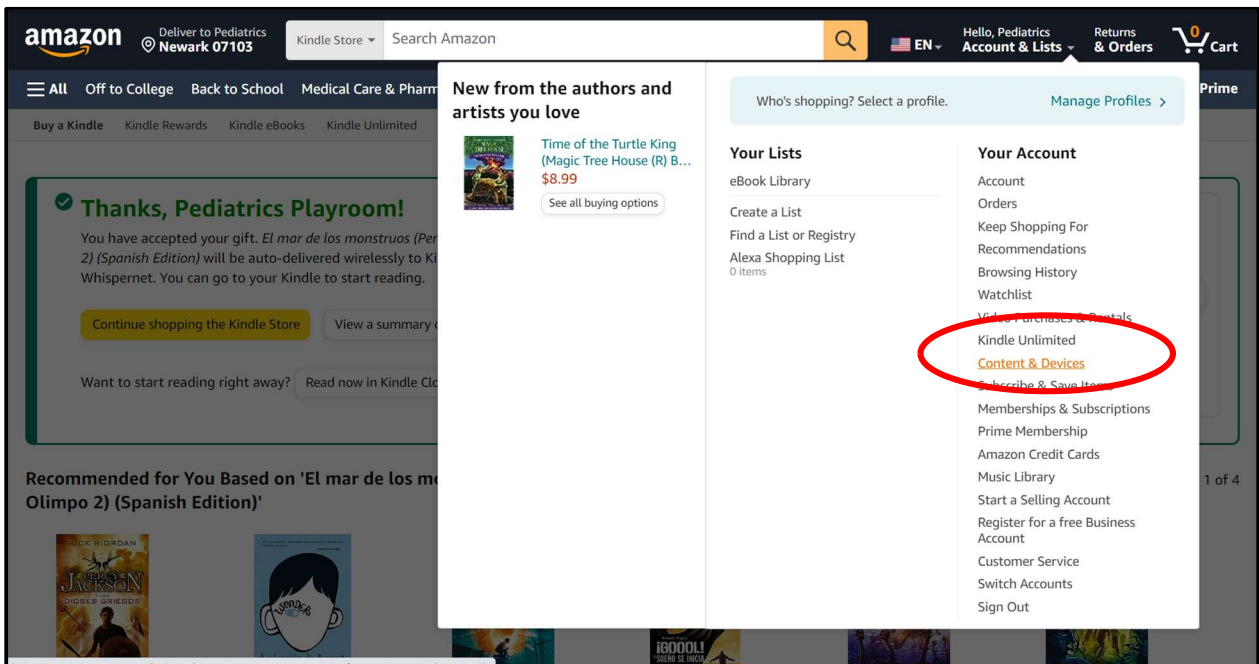
Click the drop-down next to “Deliver to another device” and choose the device you would like to send the book to.



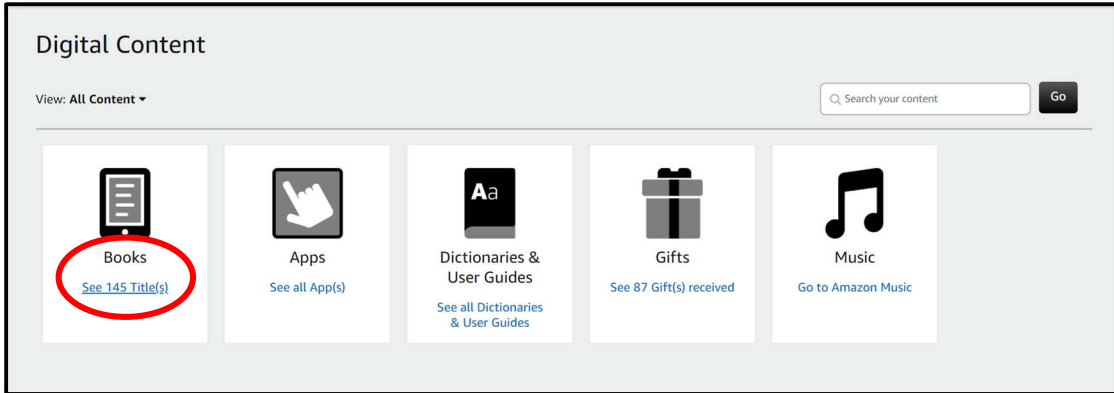
6. Click "Deliver."



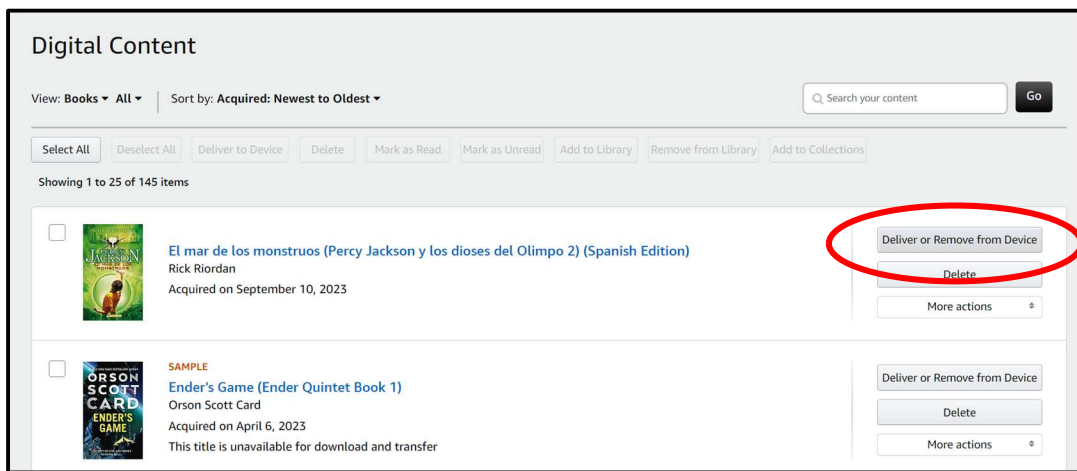
7. To deliver the book to other devices, hover over "Accounts and Lists" at the top of the page and click "Content and Devices."



8. Select "Books."



9. Find the eBook and click “Deliver or Remove from Device.”



10. Select the devices you would like to send the books to and click “Make Changes.”

