

# 2022 Adult Summer Reading Instructions for Staff

## Theme: Beyond the Beaten Path

1. **To sign up for Adult Summer Reading** all a patron needs to do is take an adult summer reading brochure or download one from the library website (<https://www.johnstonlibrary.com/events/adult-summer-reading/>). Brochures are located at the Public Services desk and Youth Services desk. Additional copies of the brochure can be printed from the PDFs in this file location:  
"P:\Public Services\ASR 2022\ASR 2022 Brochure "
2. **ASR Brochures contain** everything a patron needs to know for Adult Summer Reading, including instructions, summer adult event schedule, and prize entry tickets. Familiarize yourself with this brochure.
3. **Each activity is good for one entry into the prize drawing of a patron's choice** (one activity per ticket please). Activities include:
  - Reading a book of their choice
  - Listening to a book of their choice
  - Attending an adult program
  - Completing a quiz/puzzle (tear off entry slip from returned quiz and place in prize bucket)

**Note:** Patrons may repeat the same activity over and over. Patrons are not required to do all of the activities. Patrons may return an unlimited number of prize entry tickets at any time.
4. **When a patron brings back Summer Reading prize entry ticket/s, here's your script:**
  - "Make sure you've completed all the info, on each prize entry ticket, including checking the box for the grand prize you'd like a chance at winning.
  - Then, put all your prize entry tickets into this Weekly Prize Drawing bucket for a chance to win a weekly prize from our selection. Each Tuesday, we'll draw one winner for a weekly prize and then we'll put that prize entry ticket and all prize entry tickets into the respective grand prize buckets. That means, each week we're drawing from a fresh supply of entries"

**Note:** It's likely a patron may say they don't want their prize entry ticket in the weekly prize buckets, so be it, just go ahead and put his/her prize entry ticket/s directly into the respective grand prize bucket.

(continued)

**5. What we're going to do each week:**

- Each Tuesday morning before the library opens, Peg will draw one entry from the Weekly Prize bucket. Peg will notify winners by phone the same day, inviting the patron to come in as soon as possible to pick up that week's prize (gift card to local business). All prizes must be picked up before August 6.
- After the winner of the weekly prize is drawn, PS staff will place the winning prize entry ticket and all other prize entry tickets from the Weekly Prize bucket into the respective grand prize buckets as selected by the patron on the prize entry ticket. These entries will accumulate throughout the program until July 31.

**6. When a patron brings back a quiz/puzzle, here's your script:**

- "Make sure you've completed all the info at the bottom of the puzzle, including checking the box for the grand prize you'd like a chance at winning. Now, tear off the prize entry ticket (or provide scissors to the patron) and place the prize entry ticket into the Weekly Prize Drawing bucket for a chance to win a weekly prize from our selection. Each Tuesday, Peg will draw one winner for a weekly prize and then PS staff will put that prize entry ticket and all prize entry tickets into the respective grand prize buckets. That means, each week we're drawing from a fresh supply of entries"

**Note:** It's likely a patron may say they don't want their prize entry ticket in the weekly prize buckets, so be it, just go ahead and put his/her prize entry ticket/s directly into the respective grand prize bucket.

**7. Extra prize entry tickets are available at the Reference Desk** or can be downloaded from the library website (<https://www.johnstonlibrary.com/events/adult-summer-reading/>) or printed from this location "P:\Beth Stevens\Adult Summer Reading\2022ASR\ASR 2022 Extra Tickets.pdf".

**8. Original copies and answer sheets for Puzzles are in the Adult Summer Reading drawer at the Ref Desk.** Look for the black 3-ring binder with the summer logo cover. There are a total of nine puzzles, one for each week of summer reading. Each puzzle is labeled with a week # and a date range. Peg has already printed 20 copies of each week's puzzle. Each Tuesday morning, the corresponding week's puzzle should be placed in the acrylic holder at the Ref Desk. Leftover copies from prior weeks can remain in the acrylic holder. Patron can turn in a max of 8 puzzle prize entry tickets, one for each week.

**9. The prizes for Adult Summer Reading are behind the Circ Desk.** There are 3 grand prizes:

- a. Sound Geek
- b. State Parks of Iowa Explorer
- c. Ice Cream Lover

(continued)

### Important Dates

Adult Summer Reading Program **begins Saturday, May 28, 2022**

Adult Summer Reading Program **ends Sunday, July 31<sup>st</sup>**

- **Tuesday drawings take place** prior to opening on
  - June 7, 14, 21, 28
  - July 5, 12, 19, 26
  - August 2 (to capture entries from the last week)
  - All weekly prizes are assigned by week – patron gets what they get
- **Grand prize winners** are drawn on **Tuesday August 2** and winners will be notified by phone the same day.
- All prizes should be picked up by Saturday, August 6.