



# DEVELOP OTHERS.



## Six Tips to Start a Lending Library

A lending library is a great way to develop other case managers in your organization, community or in your local CMSA or NASW chapter. A lending library allows case managers to share materials to study for the CCM exam. Here are six tips to get your lending library up and running.

1. **Gather your team.** Although a lending library doesn't have to be complicated, it's helpful to share leadership and ideas with others in your organization who share your passion for the project.
2. **Ask for book and resource donations.** Your local CCM community is likely to have many of the books listed on CCMC's [Suggested Reference List](#) already. Ask your colleagues to scour their homes and offices and donate case management resources to the lending library.
  - a. Others in your organization may want to donate funds to purchase books, labeling materials or volunteer to set up an online lending application.
  - b. Keep a record of donations so you can give credit where credit is due.
  - c. Ask donors to write a brief review of each item, or a paragraph about how it helped them prepare for the CCM exam.
3. **Decide where your collection will be housed and how lending will operate. Choose from either an online lending library or a centrally-based one.**

	Advantages	Drawbacks
<b>Online Lending/Sharing</b>	Online application (like <a href="#">LendItems.com</a> , a shared Google spreadsheet or a closed Facebook group). There are free options for small libraries. Also, see the American Library Association's <a href="#">resources for starting a special library</a> .	Involves shipping, packaging and monitoring when items are returned. Your library leadership team will need to set parameters around lender and borrower responsibilities to keep inventories and listings up to date.
	System for cataloguing and self-service lending	Users need Internet and computer savvy to use
	Simple to operate and no need for book storage.	As the library grows, online systems may require monthly fee.
<b>Centrally-Based Library</b>	Easy to manage collection with self-checkout card system	Resources only available for checkout and return when the collection's location (office, home, meeting room) is open and available.
	No cost for shipping resources.	As the collection grows, more volunteers or paid staff may be necessary to keep up with storage, cataloguing and labeling items.

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4. **Organize the collection.** Purchase simple labels to identify each item as it becomes part of the collection. Then decide how you want to organize the library.
  - a. Explore online tools to catalogue and manage the collection. For the real librarian at heart, the [American Library Association](#) offers tools to organize and manage a collection. But for the rest of us, select from an online database tool that works with your budget. This [Inside Higher Ed blog](#) explores several ways to catalogue a small library.
  - b. If your collection is housed in a central location, you may simply alphabetize items and label them by the first three letters of the author's name. Choose a system that works best for you, but because this is a specialty library, consider organizing resources by topic, like the [CCM Knowledge Domains](#), or by which phase of the [Case Management Process](#) the resource addresses.
  - c. A catalogue will help you keep track of the details about each resource. Whether you use an online catalogue application, a list on Facebook or a box of index cards, any cataloguing method should include each resource's title, author, publication date, publisher name, series, and location on the shelf, cart or wherever your library is housed.
  - d. For centrally-based libraries, you don't have to spend a lot to label books and set up a self-checkout system. You can affix small envelopes to the title page of each book using rubber cement. Label an index card with the catalogue information, and drop it into the envelope. When someone checks out a book, they simply sign their name, add a phone number or email, date it, and leave it in a box you provide. This [article](#) offers how-to details.
  - e. Remember to keep instructions for checking out a resource clear and visible.
5. **Get the word out.** Once the collection is organized, it's time to let people know what's available. Now is your chance to publicize those donor reviews you requested when you received each resource. Choose a resource each month to feature in your organization's newsletter, Facebook page or LinkedIn account.
6. **Plan for the future.** Consider ways that people can "give back" by adding more resources to the collection or donating money to purchase more resources.
  - a. Start a "pay it forward" campaign, allowing borrowers who pass the CCM to donate a resource with their name and date they passed inscribed on a decorative book plate.
  - b. Celebrate new donations in newsletter announcements and annual meetings of your organization.
  - c. Your enthusiasm about the lending library—and what it means to the case managers in your organization—will inspire others to lend, borrow and donate to develop others.

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