



SORTING INSTRUCTIONS

UNITED WAY OF CENTRAL IOWA



Help us quickly get the books donated during your event into the hands of children who need them. Sort them into the categories below before bringing them to Athene USA during our community book collection on May 25. Books should be sorted and identified based on age group.

Please do what you can to avoid having more than 3 copies of the same title in each box.

We have provided templates you can print to indicate the category on your boxes. Your help in sorting will ensure that the books are distributed to child-serving programs and centers within one week.

**BIRTH TO
PRESCHOOL**

**KINDERGARTEN
TO GRADE 2**

**GRADE
3 TO 5**

**MIDDLE
SCHOOL**

**HIGH
SCHOOL**

ADULT



More Detail on Book Sorting Tips and Tricks

Stuff the Bus Sorting Category	Types of books	Description
<p>Birth to Preschool</p>	<ul style="list-style-type: none"> ◆ Board books ◆ Picture books 	<p><i>Board Books</i> Board books are targeted at children ages 0-3. These are books that we call babies’ first books. They are printed on durable material, rather than paper. They may cover basic concepts, like shapes or colors. At this age level, the main character is very young or even an animal but there is not normally a plot. They can even be fun, novelty books like finger plays and pop-ups. These books will use very simple language if there is any language at all.</p> <p><i>Picture books</i> Picture books are targeted at children ages 2 to 8. They primarily use illustrations to tell the story and often share life lessons related to emotional intelligence (empathy, forgiveness, kindness), relationships, social connections, and morals. The books are fun and interesting because they help children learn not just to read, but to navigate their world.</p>
<p>Kindergarten – Grade 2</p>	<ul style="list-style-type: none"> ◆ Advanced picture books ◆ Early-level readers ◆ First chapter books ◆ Non-fiction ◆ Graphic novels 	<p>Easy reader books, also called emerging reader or beginning reader books, are for children who are just learning to read by themselves, usually from ages 5 to 9. These books may look like picture books when written for the younger ages and like chapter books for the higher end of this age group. The books have characters, settings, and themes relevant to this age group, such as challenges the child might face, like feeling left out or making friends. The books include short, uncomplicated story lines that are told with words and illustrations, but the illustrations are secondary and not necessary for understanding the story. Words are simple, sentences are short, and there is plenty of action and dialog.</p>

Stuff the Bus Sorting Category	Types of books	Description
Grades 3 to 5	<ul style="list-style-type: none"> ◆ Middle-grade chapter books ◆ Non-fiction books ◆ Graphic novels 	<p>Chapter books are for children ages 7 to 9. They have more content and more complex language than the children may have seen before. Therefore, they are broken into chapters to help the readers better comprehend the material. Consider the age of the characters and subject matter. Characters may be 2-3 years older than the reader. Look for “clean teen” material, ages 11-14.</p>
Middle School	<ul style="list-style-type: none"> ◆ Teen and young adult chapter books ◆ Non-fiction books ◆ Graphic novels 	<p>Young Adult books are for readers aged 12-18 and 16-25. These books can be nonfiction or fiction, educational and entertaining, and they will hold the attention of the target age group and speak to them emotionally and intellectually by being very relevant to their lives. They can be written in any genre (historical, crime, romance, etc.)</p>
High School	<ul style="list-style-type: none"> ◆ Young Adult ◆ New adult ◆ Graphic novels 	<p>More mature subject matter, ages 15-18. Look at the ages of the characters in the books to determine if it is appropriate. Most Books at this level may focus on more mature topics like leaving home, going to school, deciding on a career, and exploring sexuality.</p>
Adult		<p>Books that do not seem appropriate for under age 18. We will donate these to a nonprofit that serves adults.</p>

Still confused about where to sort a particular title?

These websites have information that you might find helpful:

- ◆ <https://bookwizard.scholastic.com/> (Enter book title or author into this online tool to find a book’s grade level – for younger readers).
- ◆ <https://www.commonensemedia.org/> (Enter book title or author into this online tool to find a book’s grade level – books for older children that may not be listed on the Scholastic site).