

Book Collection Decision Sheet

One shelf. A few clear decisions. A collection you enjoy.

Shelf / small group: _____ Date: _____

My finish line: _____

1 CHOOSE THE COPIES TO KEEP

- ☐ I want to read, reread, refer to, or meaningfully keep this copy.
- ☐ It has an accessible home with room to remove and return it.
- ☐ Other owners decide about their books; borrowed books return.

2 A FEW DECISIONS TO REVISIT

Title / copy

Next action / review date

3 BORROW NEXT TIME

Record a title; check availability or format before letting your copy go.

4 FINISH THE OUTGOING BOOKS

Destination: _____

Acceptance checked: _____ Handoff date: _____

- ☐ Check condition, loose photos, notes, and other personal items.
- ☐ Use manageable boxes; keep books dry and walkways clear.
- ☐ Set aside potentially valuable or fragile copies for advice.

Do not put damp or suspected mold-affected books into ordinary donations.
Check local donation and recycling rules. Keep furniture anchoring in place.

Want support with other small spaces? Explore Cleaners Clubhouse.