



## Shared Reading Library Guidelines

Thank you for your interest in bringing the benefits of shared reading into the hearts and homes of each child we serve by participating in EWDC's Shared Reading Library! Our students and families appreciate your time and energy to brighten their day by sharing a story!

These guidelines have been developed to help walk you through the process of filming and submitting a story for the Shared Reading Library. All videos are uploaded to our YouTube Channel for students and families to enjoy. Want to view our channel? Visit: <https://www.youtube.com/user/EverybodyWinsDC/playlists>

### Step 1: Book Selection

We are building a diverse shared reading library to help connect with all the children and families we serve. We hope to reflect a range of cultures, perspectives, and ideas so that as students, families, and mentors read together, they can confidently see themselves and thoughtfully learn about others. To get an idea of the types of books that students are reading check out our approved [book list here](#). Once you have selected a book:

- Please email [communications@everybodywinsdc.org](mailto:communications@everybodywinsdc.org) with your first name, last name, the title, author, and publisher of the book. We want to be respectful of your time and let you know if a book has already been selected before you put in the hard work of creating a video.
- Once your book selection is approved by EWDC, you may begin recording your video.

### Step 2: Recording Preparations & Tips

**Equipment:** a smartphone (iOS/Android) or video camera that shoots in high definition (720p or higher)

**Lighting:** The more well-lit the room, the better the video! This can be anything from a desk lamp to the ceiling light. You can also use natural light (e.g., a window) to illuminate your face from behind the camera.

**Background:** Your background helps set the scene. Some people opt for a plain background (like a wall or white sheet). Others prefer to use a "real life" background, like a home office, family space or at-home library. Make sure your background is clear of any clutter.

**Sound:** Make sure your shooting location is quiet before filming. Background noise can distract the audience from the story. Do a test recording to see if your audio is working properly.

#### Shooting tips:

- **Always shoot in landscape mode** - portrait mode gives you those black borders in your final video clip
- **Position yourself in the center of the frame** – the storyteller is the star!
- **Give yourself some distance from the camera** – this allows the viewer to see you and the book you are reading.
- **Keep the book/ tablet away from your face** – we want our students to see your expressions as you read and act out parts of the book.

25  
YEARS

When Adults Read With Children

EVERYBODY  WINS!



[\(https://www.instagram.com/p/B-cqgGHrcu/\)](https://www.instagram.com/p/B-cqgGHrcu/)

**Video Length:** Video segments should be up to 10 minutes before stopping to record a new video segment. We have the capacity to upload videos as large as 5 TB.

**Editing:** To ensure the best quality of your video is uploaded, please do not edit, add filters or music to the video.

### Step 3: Video Script

Not sure what to say on camera? No worries, we have provided a script to help you and also provide consistency across all Shared Reading Library recordings. Please fill in the bracketed sections and review your lines before filming. Remember, practice makes perfect.

#### BEFORE READING

##### *For Power Lunch Mentors:*

1. Hi everyone, my name is **[NAME]**, I am a Power Lunch Mentor at **[SCHOOL]** I have been volunteering with the program for **[INSERT YEARS]**.
2. **[INSERT LINE ABOUT WHY YOU LIKE THE PROGRAM, WHAT THIS EXPERIENCE HAS BEEN LIKE FOR YOU FOR YOU OR A SPECIAL STORY WITH YOUR STUDENT]**
3. The book that I will be reading today is **[INSERT BOOK TITLE]** by **[AUTHOR]** with permission from **[PUBLISHER]**. I selected this book because **[REASON]**. Let's get started!

##### *For Non-Power Lunch Mentors:*

1. Hi everyone, my name is **[NAME]**.

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2. **[INSERT LINE ABOUT WHY YOU LIKE READING OR SHARE A SPECIAL MEMORY ABOUT READING WHEN YOU WERE A KID]**
3. The book that I will be reading today is **[BOOK TITLE]** by **[AUTHOR]** with permission from **[PUBLISHER]**. I selected this book because **[REASON]**. Let's get started!

## **DURING READING**

4. **[BEGIN READING THE BOOK]** While reading the book be sure to inflect, change your voice and be expressive to liven the story and keep the viewers (children) interested. Treat this virtual reading like you would a Power Lunch reading session. If there are pictures in the book, show the audience what is on the page. If possible, ask think aloud questions to the audience. This is the time they can pause the video and reflect.

## **AFTER READING**

5. **[SAY WHAT YOU LIKED ABOUT THE BOOK, THE CORE MESSAGE, LESSON OR THEME OF THE BOOK]**
6. **[ENCOURAGE FEEDBACK BY ASKING A QUESTION TO THE AUDIENCE ABOUT WHAT YOU READ]**
7. I hope you enjoyed today's story. Check back regularly to see what new books we've added to our Shared Reading Library.

## **Step 4: Video Submission**

Because of file size limitations, Google Drive is the best platform to upload and share your videos with EWDC. You will need a Gmail account to access Google Drive. Don't have a Gmail? Make one [here](#).

Now, once you are logged in follow these instructions below:

1. Name your document as follows: FirstName\_LastName\_SRL (John\_Doe\_SRL)
2. On your computer, go to [drive.google.com](https://drive.google.com)
3. Click New
4. Click File Upload and upload the video onto Google Drive
5. Right click the video you have uploaded
6. Click Share
7. Under "People," type the email address you want to share with.
8. Email: [ewdcomms@gmail.com](mailto:ewdcomms@gmail.com)
9. Click Send. An email is sent to people you shared with.

Having trouble and need further assistance? [click here](#) or email [communications@everybodywinsdc.org](mailto:communications@everybodywinsdc.org).

**We are always happy to help! Thank you so much for contributing to our Shared Reading Library!**

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## FAQs

### **I don't know how to choose a book for my reading?**

If you are mentor, recall the types of books you and your student would read together. Our [book list](#) is an excellent guide to help find the book series your student likes or find similar stories. Also, you can email [communications@everybodywinsdc.org](mailto:communications@everybodywinsdc.org) and we will help you pick out a book!

### **What if I don't have a book from your book list, but have a book at home that you would love to share?**

Don't feel limited to our book list. There are so many fabulous books out there! Please email [communications@everybodywinsdc.org](mailto:communications@everybodywinsdc.org) with the title and author of the book, we will respond to let you know if this is an appropriate book for our audience and no other storytellers have selected it. Once approved, you may begin recording!

### **I don't have a children's book available, can I still participate in the Shared Reading Library?**

There are plenty of digital books that are free to use from any of the following public domain websites:

- <https://dclibrary.overdrive.com/library/kids>
- <https://arlington.overdrive.com/library/kids>
- <https://www.gutenberg.org>
- <https://dp.la>
- <http://www.read.gov/books/?loclr=blogloc>

### **I am a mentor, can I say hi to my mentee?**

Absolutely! Our students love hearing their name called in the video. You wave and say hi to your mentee, or let this audience know that this is a book that you think your mentee would enjoy. We do ask that you only say their first name in the video.

### **I submitted a video, but my video isn't on YouTube.**

You should receive a response from EWDC that your video has been received within two business days. Once we have received your video, we will review the content, and upload the video on [YouTube](#). Due to the high volume of volunteers submitting videos we only have the capacity to post 3-5 videos a week. If you have not received a response, please email [communications@everybodywinsdc.org](mailto:communications@everybodywinsdc.org).