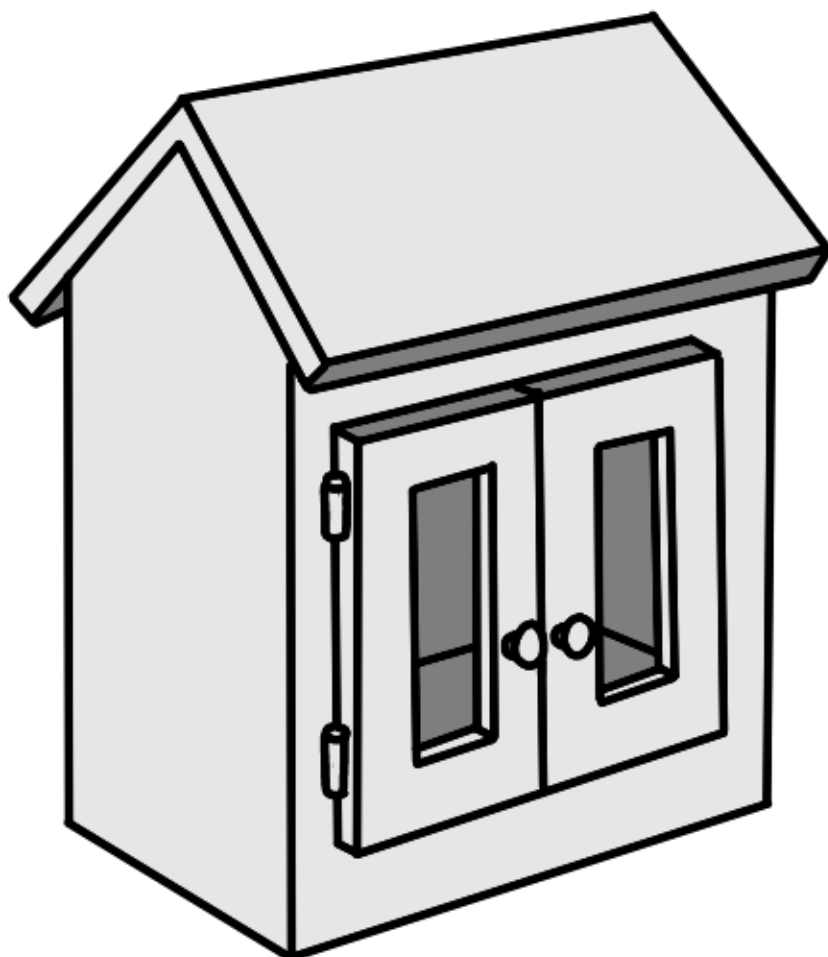


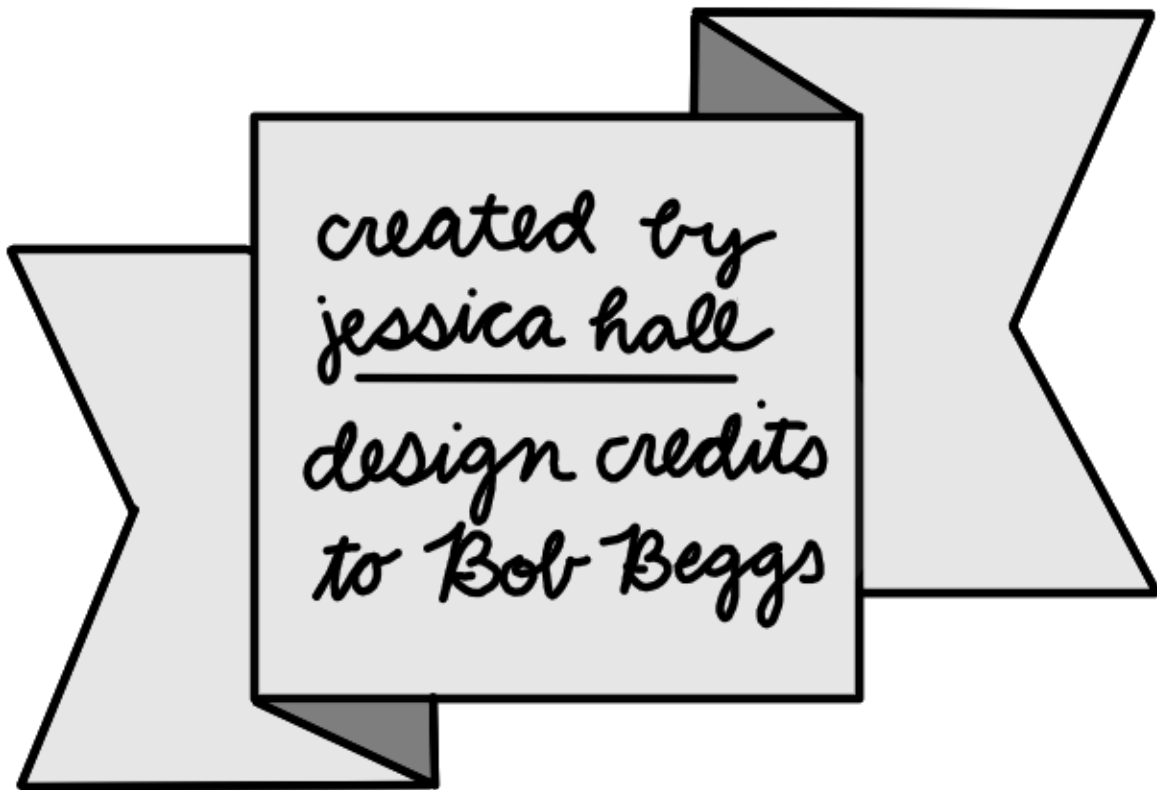
P.U.L.L.

POP-UP LENDING LIBRARY

STATION

ILLUSTRATED MANUAL





AHHAH spearheaded the PULL (Pop Up Lending Library) Campaign in Coatesville, PA in 2015 for Coatesville's Centennial. Children in poorer homes are exposed on average to 30 million less words by the age of 5 than a child in a middle class or more affluent home. Our goal was to make 100 PULL Stations for Coatesville's Centennial to make books accessible to every child in Coatesville and close the word gap of children in poverty. The campaign has now spread to other communities in Chester County and continues to grow. Since the project's inception, over 125,000 books have been collected and distributed to children in Chester County. AHHAH is grateful to all the community volunteers who have helped make this campaign grow and thrive, and to all the Girl Scouts and Boy Scouts who choose the PULL Campaign for their award projects

**Jessica Hall's Girl Scout Gold Award Project 2020
Troop 4711**

SUPPLIES

MATERIALS

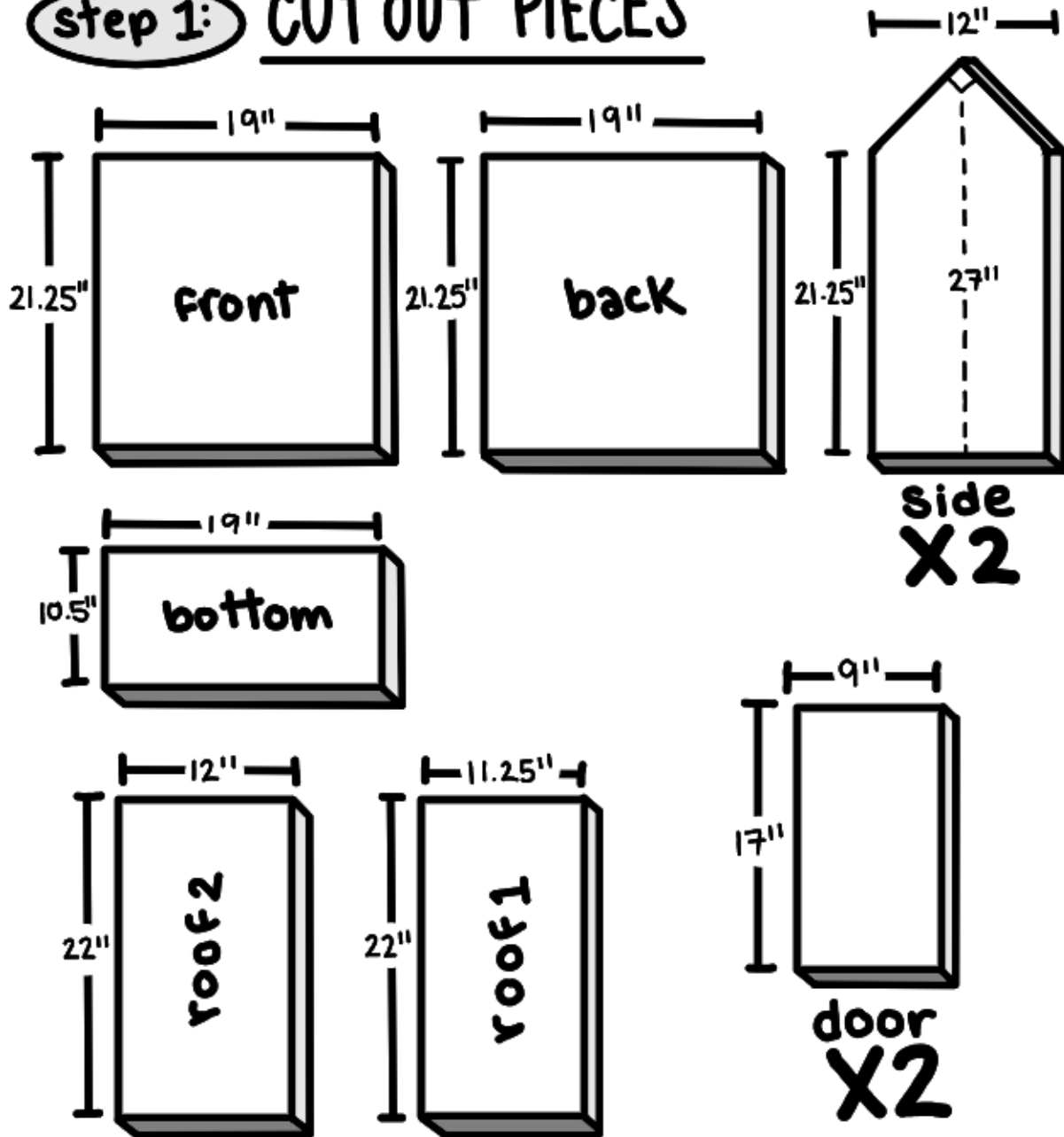
- 4' x 8' x 3/4" finished plywood (exterior or pressure-treated)
- 12" x 14" piece of plexiglass
- 4" x 4" x 6' pressure-treated wood post
- (2) 2" x 2" x 2' pressure-treated wood
- (13) 3" deck screws
- box of 2" wood screws
- (16) 1/2" screws
- 2 knobs
- 2 magnetic latches
- 4 narrow utility hinges
- acrylic paint (various colors)
- clear spray paint
- exterior, water-proof white paint
- 50 lb. bag fast-setting concrete mix (such as Quikcrete)
- 1 tube latex caulk

TOOLS

- power drill
- pencil
- screwdriver
- dry erase marker
- utility knife
- safety glasses
- jigsaw
- ear coverings
- circular saw
- post hole digger/shovel
- level
- measuring tape/ruler
- sandpaper

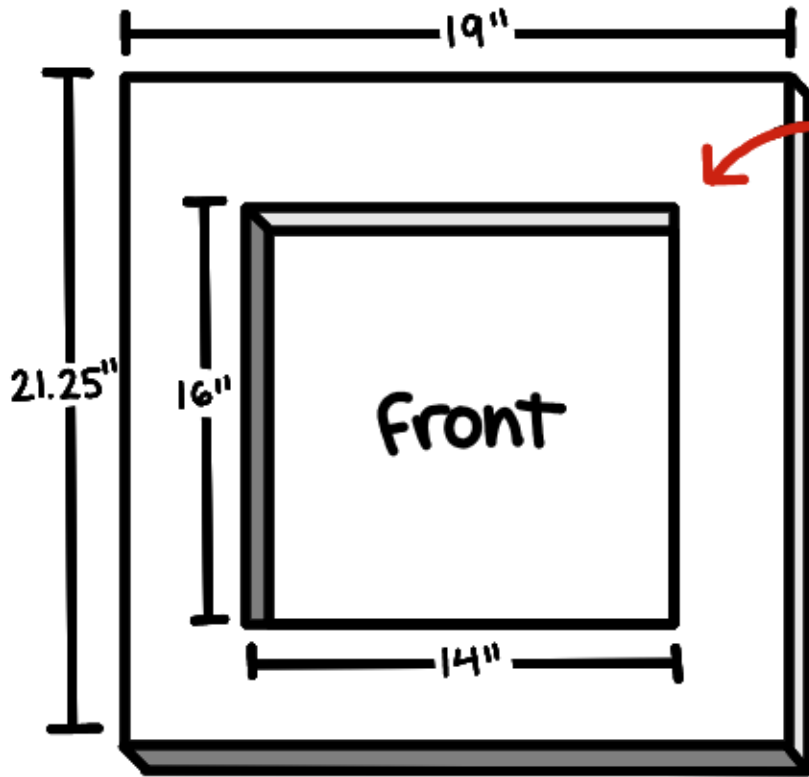
ASSEMBLY

step 1: CUT OUT PIECES

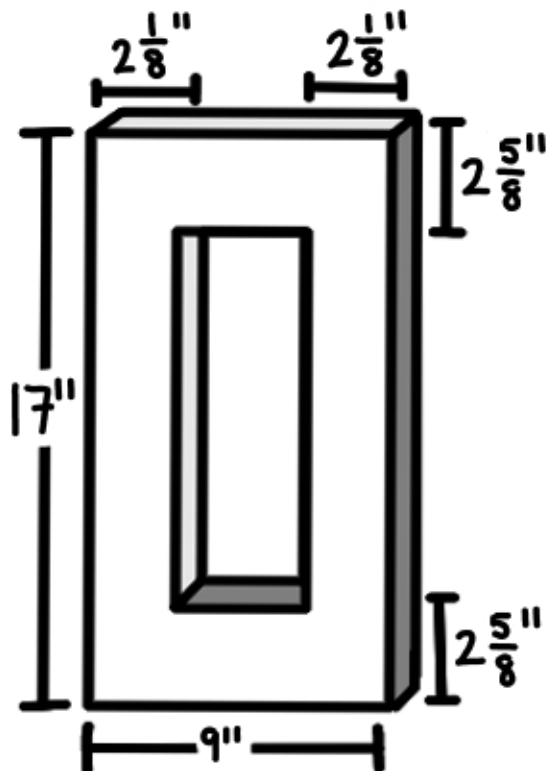
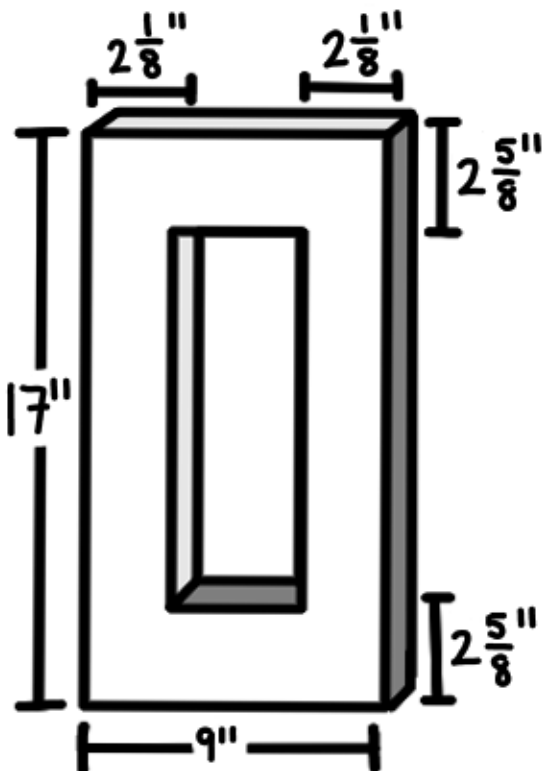


step 2:

CUT OUT MIDDLES OF THE DOOR + FRONT PIECES

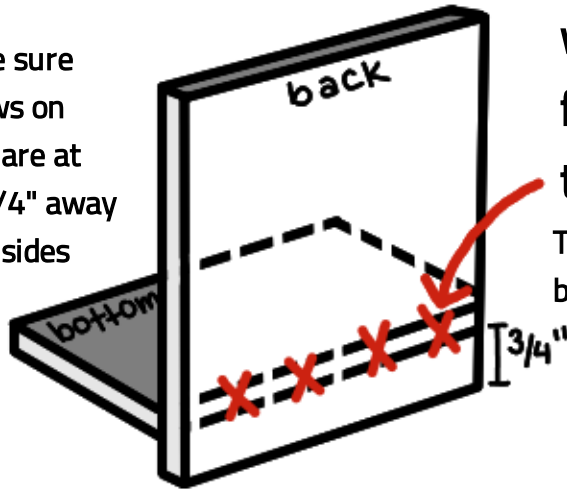


TIP: drill holes that are large enough to fit your jigsaw blade in order to cut out the hole



step 3: ATTACH BACK TO BOTTOM

TIP: make sure the screws on the ends are at least 1 1/4" away from the sides

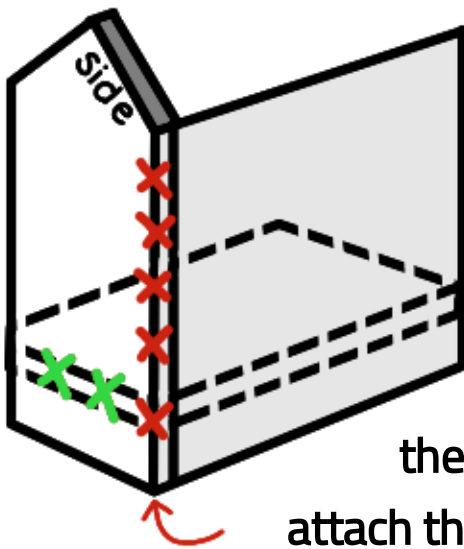


screw in four 2" wood screws 1 1/8" from the bottom of the back

TIP: spacing doesn't have to be exact because the paint will cover the screws later

TIP: use a 3/4" piece of plywood to hold up the bottom piece while putting in screws

step 4: ATTACH SIDE 1



screw two 2" screws (where the green x's are) 1 1/8" from the bottom of the side piece

screw five 2" screws (where the red x's are) 3/8" from the side to attach the back piece to the side piece

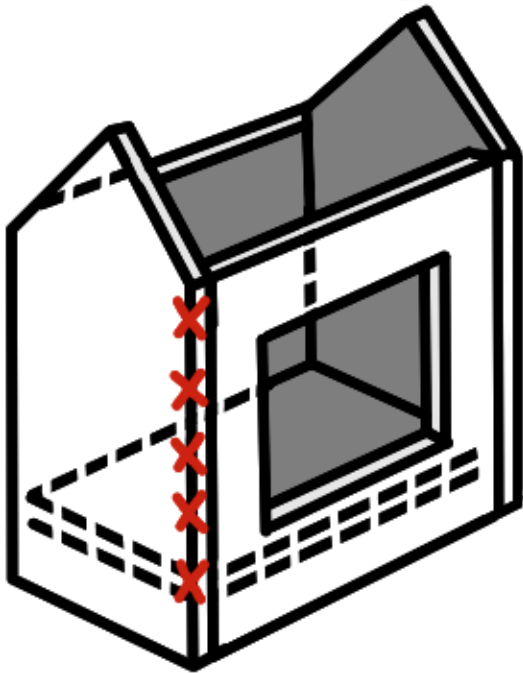
step 5: ATTACH SIDE 2

repeat the instructions in step 4 to attach the side 2 to the back of the box

TIP: apply a bead of caulk at all seams

step 6:

ATTACH FRONT TO SIDES



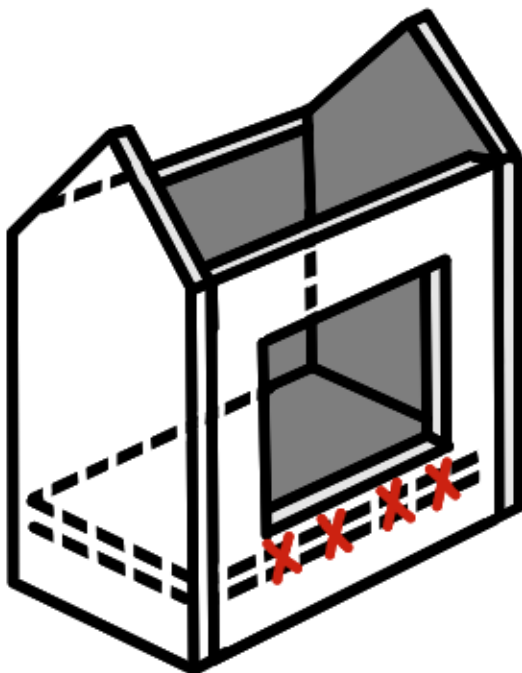
screw five 2" screws (where the red x's are) $\frac{3}{8}$ " from the side to attach the front piece to the side piece



repeat these instructions to attach the other side piece to the front piece

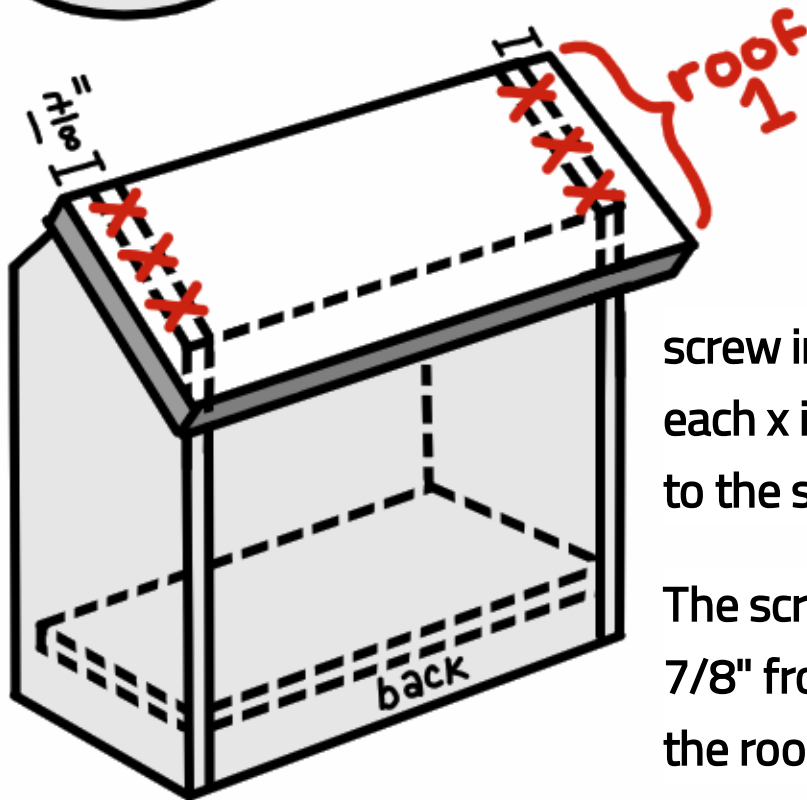
step 7:

ATTACH FRONT



screw in four 2" screws (where the red x's are) $1\frac{1}{8}$ " from the bottom of the front piece

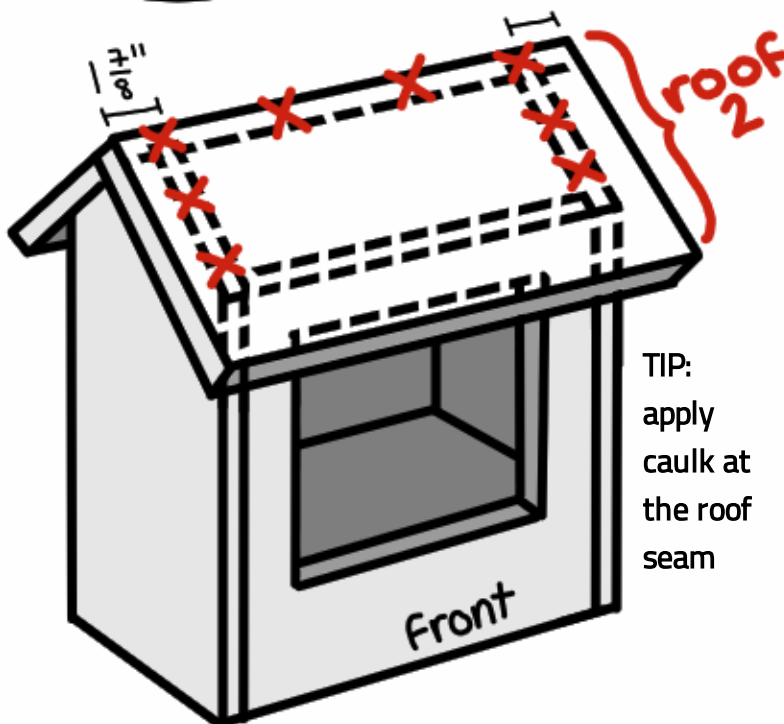
step 8: ATTACH ROOF 1



screw in a 2" screw where each x is to attach roof 1 to the side pieces.

The screws should be 1 7/8" from the edges of the roof piece

step 9: ATTACH ROOF 2



screw in a 2" screw where each x is

- four screws should attach roof 2 to the side pieces; these screws should be 1 7/8" from the edges of the roof piece
- four screws should attach both roof pieces together along the top of roof 2; these screws should be 3/8" from the edge of roof 2

step 10: APPLY WATER-PROOF PAINT

Apply one coat of white exterior primer paint inside and outside of the box. Don't forget the doors, too.

Once the first coat of paint is completely dry, add a second coat. If two coats of paint seem too thin, add a third coat.

TIPS:

- make sure to cover all surfaces and crevices of the box
- it is much easier to apply the paint before adding knobs, hinges, and plexiglass

step 11: PAINT THE BOX

Here is where you can let your creativity run wild. I recommend planning a rough design on paper first and then penciling in a sketch onto the box. Then, grab your acrylic paint and get to work! Ultimately, the artistic process is up to you.

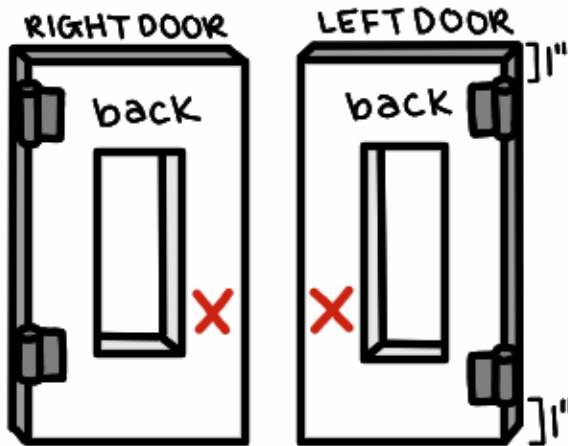
HELPFUL TIPS/IDEAS:

- sticking with a common artistic theme can help make your box more cohesive
- use a variety of bright colors to make your box stand out
- don't forget to paint the doors; keep in mind you will be adding knobs to the doors later so they might cover up parts of your design

step 12: WATER-PROOF SPRAY

After you've completely finished painting the box, take it outside and spray it with 3 to 4 coats of clear waterproof spray-paint. Make sure to wait until each coat is dry before applying a new one.

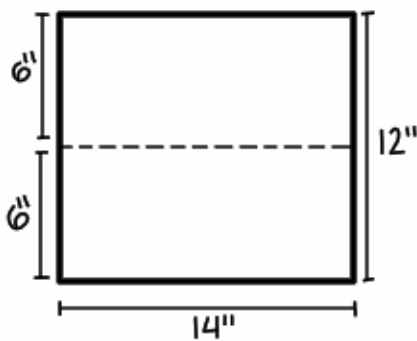
step 13: ATTACH HINGES + KNOBS TO DOORS



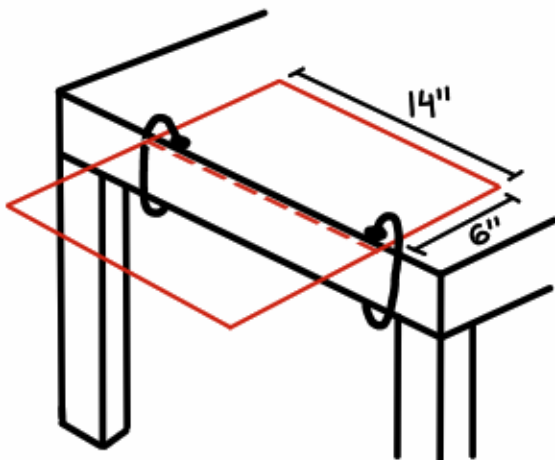
Attach the top hinges 1" from the top of the doors and the bottom hinges 1" from the bottom of the doors. For the right door, attach the hinges on the left side of the back of the door (vice versa for the left door)

To install the knobs, drill a hole directly through the door approximately where the x is located (the exact height is up to you). Then, screw in the knob so it is on the outside of the box.

step 14: CUT OUT PLEXIGLASS

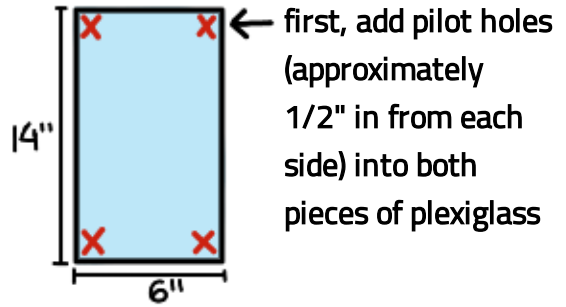
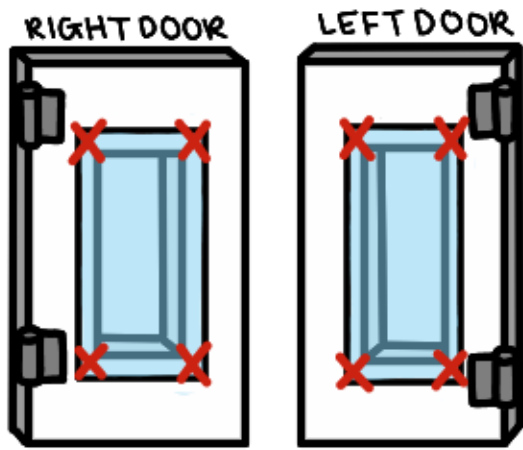


Start with a 12" x 14" piece of plexiglass. Using a dry-erase marker, mark a line to split the piece into two sections of 6" x 14". Then, score the line on each side with a utility knife.



Then, clamp the plexiglass to a sturdy surface, matching the scored line with the edge of the surface. Apply pressure to the overhanging piece; it should snap right off.

Step 15: ATTACH PLEXIGLASS TO DOORS

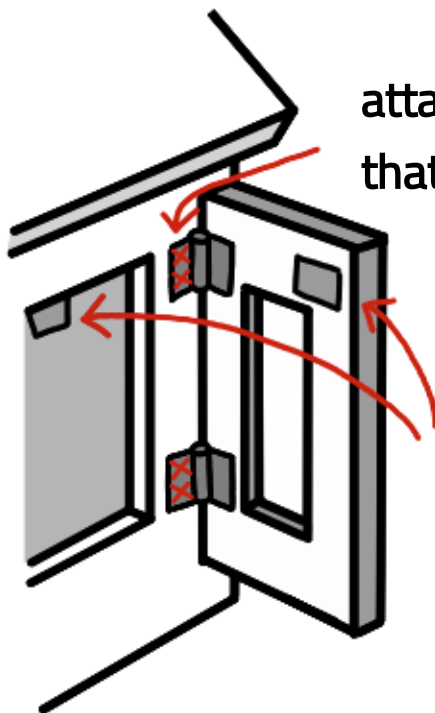


first, add pilot holes (approximately 1/2" in from each side) into both pieces of plexiglass

After adding in the pilot holes in the plexiglass, line up each piece over the cutout on each door. Make

sure the cut-outs are completely covered by the plexiglass. Then, attach the plexiglass sheets to the doors using a 1/2" screw in each corner

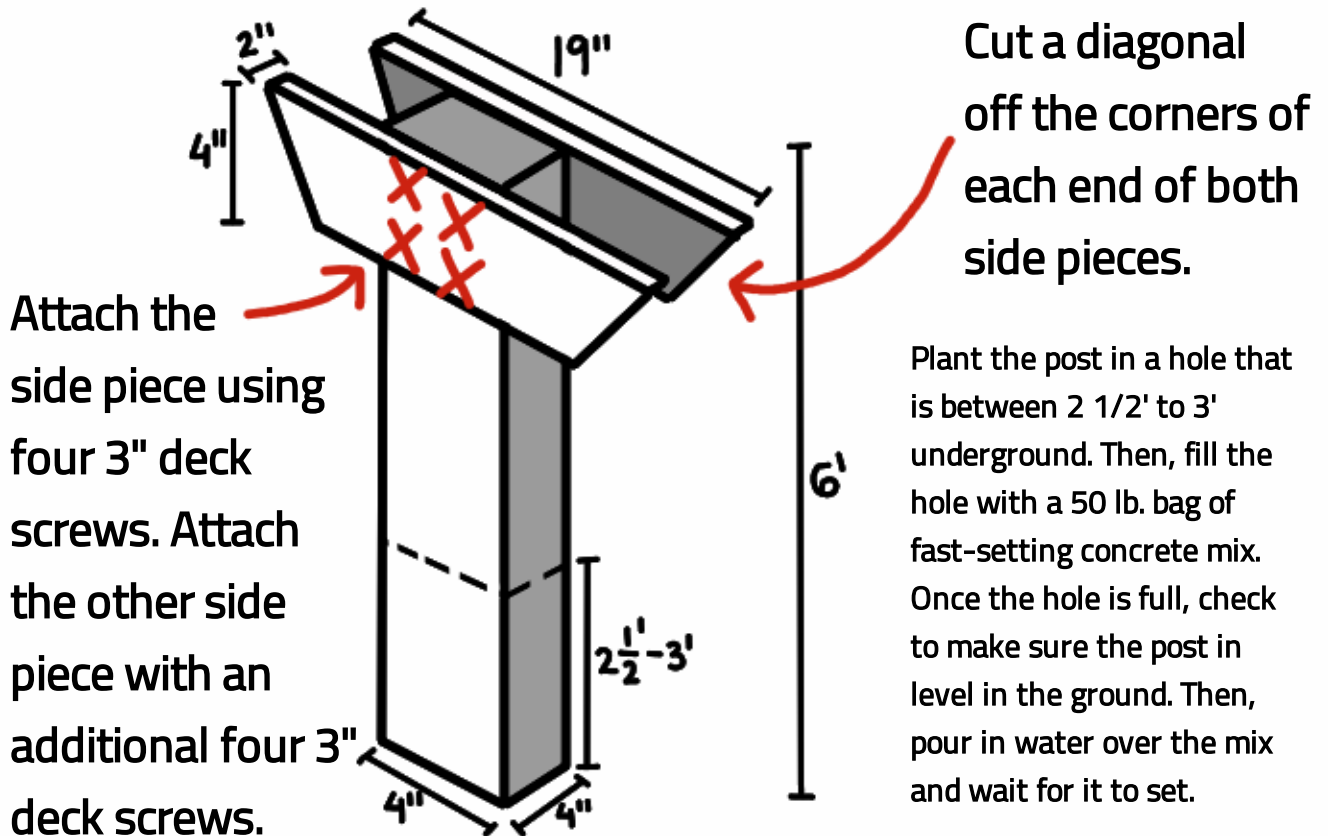
Step 16: ATTACH DOORS & MAGNETS



attach hinges to box using screws that are less than 3/4"

add magnetic latches to the top corners of the doors and the top middle of the large opening in the box

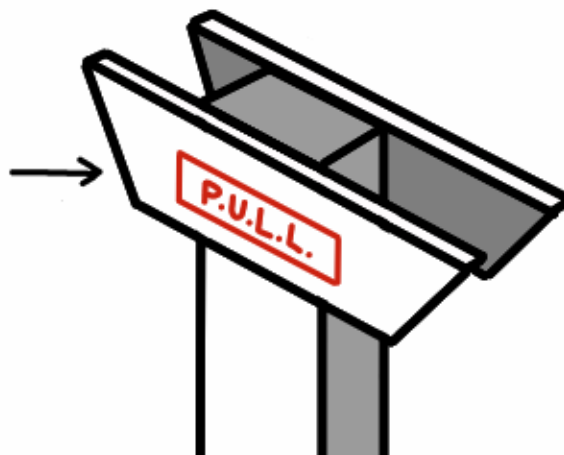
step 17: INSTALL SUPPORT POLE



step 18: ADD P.U.L.L. PLAQUE

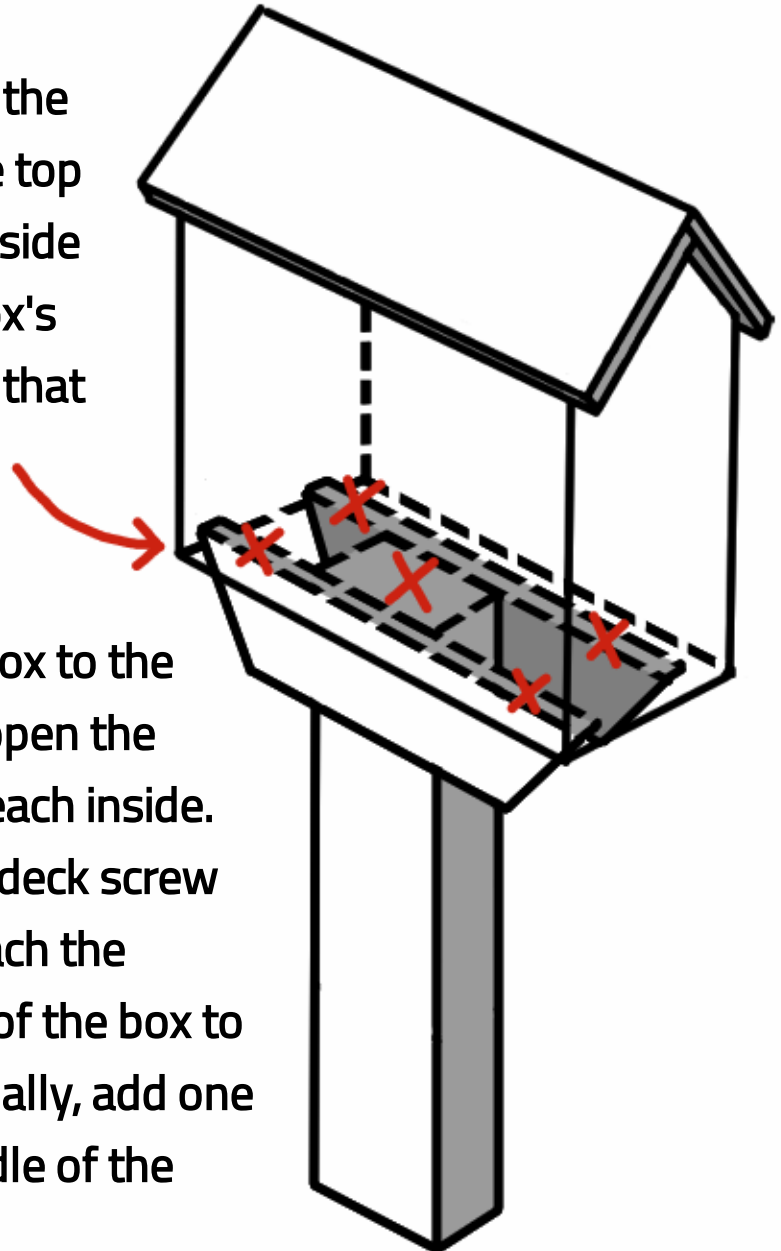
If you have a P.U.L.L. campaign plaque, peel off the adhesive and apply it to the front of the post.

If you don't have a P.U.L.L. plaque, skip this step.



step 19: ATTACH BOX TO POST

After installing the post, sit the box upon the post. Because the bottom of the box is lifted slightly, the top of the post should fit inside the lifted area of the box's underside. Check again that the box is level before securing it to the post.



In order to attach the box to the post, you will have to open the doors of the box and reach inside. From there, insert a 3" deck screw into each corner to attach the corners of the bottom of the box to corners of the post. Finally, add one more screw in the middle of the bottom of the box.

If the post doesn't quite fit in the underside of the box, you might have to shave off 1/4" or so of each corner of the post.

ACQUIRING BOOKS



Now that your lending library is fully assembled, it's time to fill it with books! Here are some easy ways to stock up your library:

- ask friends & family members for donations of pre-loved books
- browse community book sales (schools often hold these)
- visit garage sales
- stop by used book stores
- check in with your local library, because they may have some books to donate

For more information about the P.U.L.L. Campaign, visit <https://www.ahhah.org/pull-campaign.html>