African Library Project and RISE Network 2018 Application Procedures

How to Apply for an ALP Library:

Reading Initiative Salone (RISE) Network and the African Library Project (ALP) are partnering to create small, sustainable libraries in Sierra Leone. If your school/community meets the requirements below and is committed for the long term to develop a small library, please apply. RISE Network is a Salone network of NGO and government organizations developing libraries in schools to promote literacy and a love of reading. The African Library Project is a USA NGO that helps start new libraries or improves libraries with less than 2,000 books. ALP provides books, library manuals and systems support, but no financial assistance to RISE Network. The application process consists of four steps:

1) Determine that your community meets the requirements.

2) Complete the application form included in this packet.

3) Submit <u>3</u> letters of responsibility from community leaders with your application. (See application for instructions).

4) Use the African Library Project's Library Action Plan to help your library committee plan for success.

Requirements:

African Library Project provides support to African schools/communities who meet the following requirements:

- **Local sponsorship** - A mix of teachers, students and/or community leaders are committed to sponsoring a library through a library committee.
- **Facilities** - There is a **clean, dry, secure** area with adequate shelving to display the books, and with easy access to borrowers. This can even be a couple of bookshelves in each classroom (recommended for primary schools).
- **Leadership** - Two or more people can be counted on to organize the books into a library and to train others to maintain and operate the library.
- **Borrowers** - There is a community of beginning, intermediate and/or advanced English language readers who will actively use the library.
- **Accountability** – Schools must include at least one hour of library time per week for each student in their school schedule.
- **Completion –** The school or community will establish a fully functioning library within 4 months of receiving the donated books. Otherwise, RISE Network may remove the books to give to another location of their choosing.
- ***Application deadline to RISE Network: May 1, 2018***
- ***Expected arrival date of container: Dec 15, 2018***
- ***Appreciation*** – A library representative will provide a letter(s) and, if possible, photos of the library in use to convey appreciation to the donors of the books within 60 days of receiving the books.

What to Expect:

After your application, photos, and 3 letters of committed support from community members are submitted to: **Ndye Njie, RISE Network, 22 Spurview Estate, Freetown, Sierra Leone E-mail:** Ndyefarrie@yahoo.com, you can expect:

- Your application will be evaluated and any follow-up questions will need to be answered.
- If your library project is accepted, the African Library Project will pair your library with a book drive in the USA to collect approximately 1,000 high quality, gently-used, age and reading level-appropriate books for your library.
- **Attention Peace Corps Volunteers:** - We strongly encourage you to enlist friends or family to organize a book drive for your library project in the USA to ensure that the African Library Project is able to assist. Your book drive organizer must contact the African Library Project directly to learn what to do. Book drive organizers can register on African Library Project's website. In the Notes section of the online registration form, they should state your name and village or school in Sierra Leone.
- Your library committee will use the *ALP Library Action Plan* (below) to develop a plan customized for your community or school library.
- The books will be shipped in large containers with all the libraries for Sierra Leone shipped together at the same time. Your book drive organizer will mail your books to ALP's shipping agent in New Orleans, Louisiana in the USA. Then the books will be loaded onto a container and shipped to Africa.
- After the container arrives, your library committee is responsible for collecting the books in Freetown and transporting the books to your library within three weeks of the books' arrival.
- With your shipment of ALP library books, you will receive a book, *How to Set Up and Run a Small Library in Africa*, a book written by the African Library Project specifically to help volunteers and new librarians organize libraries in Africa.
- RISE Network will offer workshops in basic library management to help you turn your library into a vibrant learning center. These workshops are done on a basic level where each library project takes care of their participants' transport, etc. Simple meals and the training will be provided – but no allowances.
- You will have your library operational within 4 months of receiving the books. This includes having the books organized and displayed, accessible to readers, with adequate staff and procedures for a fully functioning library. RISE Network will help clarify the standards for a successful library. Lack of timely progress may result in the books being moved to another location.
- To learn more, visit the African Library Project website www.africanlibraryproject.org.

African Library Project's Library Action Plan

What is a Library Action Plan? This is a planning tool to use in starting or improving a library in partnership with the African Library Project. You will receive more information in the manual that you will receive with the shipment of ALP library books; following these steps will help you to be ready once you receive your books. The library manual is also accessible online at: http://www.africanlibraryproject.org/our-african-libraries/library-resources.

Why do this? Sustainability! We want you to think through the important issues before you start so that you can plan for success. Every library is a little different and should be designed with the local readers in mind. A successful library needs community and school-wide support, and this tool has been designed to help your library committee think through the steps in the development of a library.

Who should do this? The library committee should create the plan together. (Suggested committee is 3-5 people from the community of library users representing different stakeholders. Examples: for a school library, teachers, administrators, librarian, students, PTA members. For a community library: students, teachers, school administrators, librarian, village leaders/chief, men and women.)

When? This plan should be begun before you apply and completed after your library has been approved by RISE Network. If your application is approved by RISE Network, the African Library Project will do its best to provide books for your library, though this is not guaranteed.

How? Think about what works best for your group. You might meet at your new library site for a series of meetings. That way, you can modify members of your committee as needed.

Tips for working on the Library Action Plan:

1. Have fun together! The tone you set will reverberate throughout the library.
2. Break up the plan into small chunks to work on over a series of meetings.
3. Actively encourage everyone to participate during the meeting.
4. Record your decisions on this form.
5. Take the parts of this form that are useful to you and leave the rest.
6. At the end of each meeting, use these questions to help improve the quality of your meetings:
   a. Were you able to contribute? If not, why not?
   b. How well did we work together as a group?
   c. Is there anyone else we should ask to be on this committee?
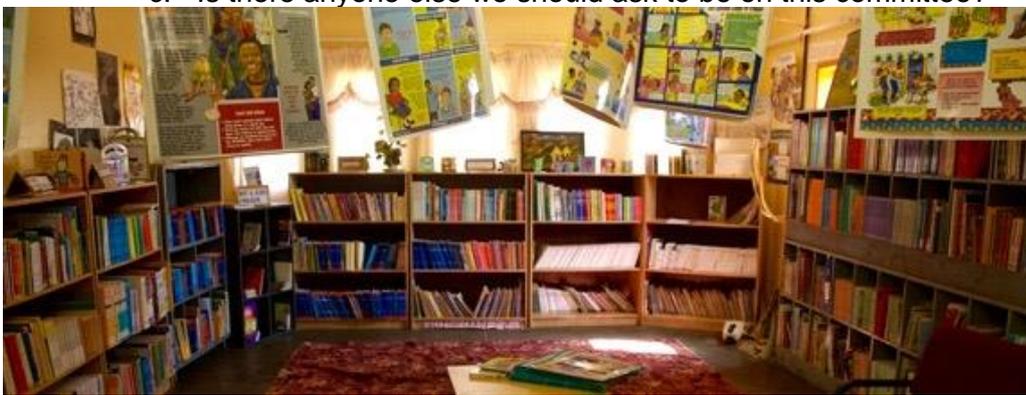
Creating your library committee

About the library committee:

- What skills do we need in our library committee? (transport, building shelves, organization of books, raising money for supplies, organize inventory system, leadership, publicity)
- Will there be officers for the committee? If so, who?
- Who will handle our finances?
- How often will we need to meet?
- How will decisions be made?
- What would our ideal library look like?
- Who will our library serve? (Number of people, school, community**)
- Create a timetable of when things will be completed.
- Create a list of job responsibilities and who will be responsible for those responsibilities.

** If your library is placed at a school, but will also serve the community, then a minimum of one member of the community and one person from the school should be on the library committee.

Building and space requirements:

- Where will the library be located?
  - Classroom libraries, small set of books in each classroom (recommended for primary)
  - Separate room for the library
- How accessible is this room to the school or community library users?
- Is the room secure?
- Is the room dry?
- What kind of furniture will we need?
  - Shelves, chairs, table, carpet
- How will we get/make the furniture?
- What can we use that we already have? (old broken desks, wood and bricks)
- Do we have funds to obtain the furniture?
  - If not, how will we raise money? (See resources available at end of the manual for fundraising ideas)

Library Staff:

- Who will manage the books and be responsible for their security and organization?
- Will we have a librarian? If so, who?
- An assistant? Who?
- How will these people be trained?
- What are the librarian's responsibilities?
  - Create a job description
  - Organize the books
  - Re-shelve books
  - Check out
  - Clean/Dust
  - Plan events to get people into the library
  - Maintain simple statistics on library usage and provide them to RISE upon request
- Will this person be paid, and if so, how will the funds be supplied?
  - Librarians are paid through school fees
  - Ask the community council, MP or the district administrator to fund a librarian.

- Membership fees for community libraries: for example, SLL 5,000 per person per year or SLL 10-15,000 per family per year. Select a price that fits your community. All proceeds go to pay the librarian.
- If at a secondary or high school, schools could reduce or waive school fees for a student if parent/guardian works as the librarian.
- If community library, hold a community meeting to get ideas to find solutions to hire librarian.
- If school library, hold a parent-teacher meeting to get idea from parents and teachers.

Organization:

- What system will you use to organize the books?
  - Color-coded stickers
    - By subject (Fiction, Science, Social Studies, Math, English)
    - By reading level (upper and lower primary)
  - Dewey decimal (not recommended AT ALL)
  - True, Not-true, Reference and Adult

Record keeping: What system will we use to track our books?

- When we acquire new books? (e.g., Accession register)
- When we loan books*
- Visitor's log
  Tracking your books checked out and visitors to the library over time will help you assess the impact of your library.

Expenses: What expenses can we expect and how will we pay them?

- What kinds of supplies will we need (stickers, posters, poster boards, paint, labels, boxes, tape, exercise book (notebook) for recording keeping, stamp, etc.) and how much will they cost?
- How will we raise the money to pay our expenses?
  - Could expenses be paid from membership fees, late fees.
  - Hold fundraisers: concert, raffle, wearing private clothes (students come to school without uniform and pay)
  - Solicit donations
  - Who will keep track of the library's funds? How will they report about library finances to our committee?

User policies:

- Will we charge a fee for users? (membership fees)
- Will we loan books to users?
  1. How long is the check out period?
  2. Who will be able to check out books? (Will Standard 1, 2, 3 students be able to check out books?)
  3. Will there be a wait period before books are checked out so that users get used to books and the expectations in the library? (maybe a couple of months)
- Will we charge late fees if users do not return books on time?
- What will we do about damaged/lost books?
  1. Students and parents can sign a contract acknowledging repayment for a lost or damaged book.
- The rules for user conduct should be posted on the wall of the library.

Library hours and operations:

- Thinking about our readers, when is the ideal time for users to use the library? (For school libraries, remember teachers using it for reference and possible library classes during the day. Also, if teachers don't show up, could the students visit the library?)
- For school libraries, regular library visits <u>are required</u> to be included in the class schedule. (e.g., Regularly scheduled class visits for story time, research, pleasure reading, etc.) When will they be?
- Will the library be open during school breaks? On Saturdays?
- Post hours when library is open and be consistent.

Library Usage:

- How do we get people using the library?
  Most African libraries find that getting the library set up is the easy part. The difficult part is getting people in to use the library. Some ideas that you could consider are scheduling classes to visit the library, story times, contests (drawing, reading, writing), workshops for teachers and students on how to use the library, local elder storytelling, culture corner, guest speakers, dramas, cultural activities, etc.
- What activities will our library offer to encourage usage?
  - How will these be scheduled and conducted?
  - Who will be responsible to make sure each happens?
  - How will we communicate with the users what is happening at the library?

Evaluation:

- How will we measure our success?
  - Tracking the number of users that visit the library (Visitor's log)
  - Tracking the number of books that get checked out?
  - Gender and age of users?
  - How will we get feedback from our users?
  - Who will be responsible for tracking and reporting this information?
  - What will we do with this information, for example, review and analyze at the library committee meetings, show Chief and other village leaders to ask for further support, report to RISE Network?

By May 1, 2018 complete and email or mail the application below to:
Ndye Njie, RISE Network
22 Spurview Estate, Freetown, Sierra Leone
Email: Ndyefarrie@yahoo.com
Tel: 7981.8903

RISE Network/African Library Project
APPLICATION FOR BOOK DONATION FOR LIBRARY

1. TODAY'S DATE:
2. SCHOOL OR COMMUNITY LIBRARY NAME:
3. PHYSICAL ADDRESS:
4. FULL POSTAL ADDRESS:

6. CONTACT PERSON RESPONSIBLE FOR LIBRARY:

(a)   **NAME:** …………………………………………………………………………..

(b)   **POSITION:** ………………………………………………………………………..

(c)   **ADDRESS:** ………………………………………………………………………..

(c)   **E-MAIL ADDRESS:** ………………………………………………………………….

(d)   **RELIABLE PHONE:** …………………………………………………………………..

7. ADDITIONAL CONTACT PERSON RESPONSIBLE FOR THE LIBRARY:

(a) **NAME:** …………………………………………………………………………..

(b) **POSITION:** ………………………………………………………………………..

(c) **E-MAIL ADDRESS:** ……………………………………………………....................

(d) **RELIABLE PHONE:** …………………………………………………………………..

8. HOW MANY READERS/STUDENTS DO YOU EXPECT TO SERVE?

9. Please tick one of the following:

_____Our library will be for students, teachers, staff of a primary school.

_____Our library will be for a primary school and open to the community.

_____Our library will be for students, teachers, staff of a junior secondary school.

_____Our library will be for a junior secondary school and open to the community.

_____Our library will be for students, teachers, staff of a secondary school.

_____Our library will be for a secondary school and open to the community.

_____Our library will be a community library (not based at a school).

_____Other (please describe, e.g., preschool, etc.)_____

10. DO YOU ALREADY HAVE A LIBRARY? IF SO, HOW MANY BOOKS DO YOU HAVE?

11. WHERE IN THE SCHOOL OR COMMUNITY WILL THE LIBRARY BE LOCATED? WILL IT BE IN A SEPARATE ROOM OR BUILDING OR WILL YOU HAVE A SMALL LIBRARY IN EACH CLASSROOM? DESCRIBE THE ROOM.

12. DESCRIPTION OF USER COMMUNITY:
You are writing for an American audience who may know little about life in your country. Please describe how most people/students spend their day, what is your school like, what does it look like where you live? Your book drive organizer in America will use this description to help educate donors about life in Sierra Leone.

13. WHO IN THE COMMUNITY HAS COMMITTED TO SUPPORT THE LIBRARY?

14. SUPPORTING MATERIALS: (Personal stories, digital pictures, etc)

15. ALL MEMBERS OF THE LIBRARY COMMITTEE SHOULD READ THE LIBRARY ACTION PLAN, THE APPLICATION AND SIGN BELOW.

I have read the LIBRARY ACTION PLAN and understand what is involved in creating our library. I commit to the success of the library by completing the duties beside my signature.

Chief/Community Leader/District Education Officer
- **Ensure library is ready with shelving and furniture**
- **Ensure library committee meets regularly**
- **Promote library usage in community**

SIGNATURE_____DATE_____

Head Teacher
- **Assign teacher-librarian**
- **Provide funds for transportation to teacher-librarian training**
- **Ensure books unpacked and shelved within 30 days**
- **Schedule weekly library time on school timetable**
- **Ensure thank you letters written to book donor within 60 days**
- **Advise RISE Network of changes including new teacher-librarian**

SIGNATURE_____DATE_____

Teacher Librarian
- **Post library rules and hours in library**
- **Create and maintain check out system and visitor log**
- **Encourage students and teachers to read and use the library**
- **Follow up on lost, stolen or unreturned books to the library**
- **Attend librarian training hosted by RISE Network.**

SIGNATURE_____DATE_____

16. INCLUDE THREE "LETTERS OF RESPONSIBILITY" FROM COMMUNITY LEADERS
This application must also include three letters from male and female leaders who will serve on the library committee. Each committee member must specify what he/she commits to do to make the library successful. For example, I will secure the furniture for the library, raise the funds, offer programs for the community, organize the books, etc. <u>Your application will not be approved without these letters included.</u>

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SAMPLE COMPLETED APPLICATION

RISE Network/African Library Project
APPLICATION FOR BOOK DONATION FOR LIBRARY

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1. LOCATION OF LIBRARY:
Ahmadiyya Muslim Senior Secondary School, Rokupr (A.M.S.S.)

2. TYPE OF LIBRARY:
Secondary School

3. NAME OF LIBRARY:
Ahmadiyya Muslim Senior Secondary School Library, Rokupr

4. PHYSICAL ADDRESS:
Bai Farama Tass Road, Rokupr Town, Kambia District, Sierra Leone

5. FULL POSTAL ADDRESS:
P.O. Box 905 Freetown, Sierra Leone

6. CONTACT PERSON RESPONSIBLE FOR LIBRARY:
(a)   **NAME:** Musa K.D. Mahmood (b)   **POSITION:** Principal (c)   **ADDRESS:** Rokupr Town, Sierra Leone (c)   **E-MAIL ADDRESS:** None available (d)   **RELIABLE PHONE:** 076.864.240

7. ADDITIONAL CONTACT PERSON RESPONSIBLE FOR THE LIBRARY:
(e) **NAME:** Joseph Munu (f) **POSITION:** Librarian (g) **E-MAIL ADDRESS:** None available

(h) RELIABLE PHONE: 088.120.133

8. HOW MANY READERS/STUDENTS DO YOU EXPECT TO SERVE?

1,037

9. DO YOU ALREADY HAVE A LIBRARY? IF SO, HOW MANY BOOKS DO YOU HAVE?

Yes, we have a library with about 300 books.

10. WHOM WILL THE LIBRARY SERVE? WHAT TYPES OF BOOKS WOULD BEST SERVE THEM?

The junior and senior students of Ahmadiyya Muslim Senior Secondary School Rokupr, as well as our teachers and other administrative staff who wish to utilize these resources to ripen their teaching and leadership skills.

We are requesting the 1000 maximum – specifically fiction/non-fiction novels geared towards young adult and primary school-aged readers, science texts (physics, chemistry, biology) and world history books. Reference texts and educational magazines are always appreciated as well.

11. WHERE IN THE SCHOOL OR COMMUNITY WILL THE LIBRARY BE LOCATED? WILL IT BE IN A SEPARATE ROOM OR BUILDING OR WILL YOU HAVE A SMALL LIBRARY IN EACH CLASSROOM? DESCRIBE THE ROOM. PROVIDE DIGITAL PICTURES, IF POSSIBLE.

Our library is currently located in its own separate room, acting as a bridge between the junior and senior sections of our school. It has been constructed, furnished and decorated in the last year through a Peace Corps/community initiative. It's secure and regularly maintained by our current library master Mr. Joseph Munu. The room is moderately sized and furnished with three large tables paired with six chairs each. We currently have four standing bookshelves being able to house hundreds of books each. In addition, we have plenty of wall space and an on-campus carpenter willing to build additional shelves on demand to accommodate new texts should we receive this generous donation. Our library is open on weekdays from 1p.m. – 6 p.m. and on weekends from 9a.m.- 1p.m.

12. DESCRIPTION OF USER COMMUNITY:

Rokupr could be described as a quaint, nautical fishing village located in the Northwest of Sierra Leone. This region of the country is comprised of small villages located along the Great Scarcies River, an estuary that eventually spills out into the treacherous Atlantic Ocean. Many moons ago, Rokupr was our district's capitol, and a meeting place for ancient warlords to gather and strategize. "Rokupr," in our tribal language, Temne, translates to "meet around the tree." I have yet to locate this infamous war-eliciting tree, but the legend still remains. Life is slow here and very very warm. We wake from the cries of roosters and eat our beans and rice lunch in the company of our campus fauna of many goats and sheep. Unlike many larger, more metropolitan towns in Sierra Leone, Rokupr has remained very true to its tribal code. Most families only speak Temne, and very few students are exposed to English or even our pigeon English called Krio, outside school grounds. There is no electricity, running water or access to informational resources such as Internet, historical documents or a library. Minds are closed because little resources are

present to inspire them to expand. There are skeletons of streetlights and folklore about a modern, rich quality of life before the brutal 11-year rebel conflict. My school possessed a library which is said to have been regularly used by students and teachers before the war. Tragically, the rebels looted its contents and destroyed its structure when they pummeled the rest of the town and its inhabitants. The construction and establishment of our new school library this past year was monumental for our school and community. We now have a smoothly running operation equipped with a comfortable, colorful space teeming with posters, along with a responsible recently-graduated librarian full of passion. The only thing left to do is to fill it up with as many books as can fit. We previously had around 500 books in various conditions that had been stowed away in my principal's office for fear of thievery. After sorting through them all, only a few hundred have survived the termite attacks and vermin exposure. We are seriously lacking a well-rounded collection of texts to form well-rounded students. What we do currently possess is all the potential in the world.

13. WHO IN THE COMMUNITY HAS COMMITTED TO SUPPORT THE LIBRARY?

It is already clear that many individuals are already committed to supporting the library. So far my principal has proved his passion and motivation of keeping this library continuously maintained and improved through consistently proposing modifications and researching outlets to obtain additional resources for the space. It is rare to find a principal in Sierra Leone on his hands and knees painting a floor or ceiling while dry whitewash falls into his/her eyes, but he humbled himself and gladly did the job without blinking.

Joseph, our librarian, has done an excellent job of sensitizing students on how to properly use a library. He is very serious about his job.

Mr. Gibril Kargo, our school carpenter and bursar, has spent many patience-requiring hours with me while I commissioned and explained the shelves, tables, chairs and poster frames I wished for the space. He completed the job quickly.

And most of all, the students of A.M.S.S. have committed to supplying the demand for a library. Every single day since its implementation there hasn't been a dry seat in the house. Students are eager and excited to take advantage of their new learning zone, and have shown immense respect for the space and our current small book collection.

1. Musa K.D. Mahmood, *Principal and Linguist Post-Graduate*

2. Gibril Kargbo, *Carpenter/School Bursar*

3. Joseph Munu, *Library Master*

4. Alusine K. Turay, *Assistant Library Master*

5. Kimberly E. Nelson, *Current Peace Corps Volunteer*

14. AFTER REVIEWING THE LIBRARY ACTION PLAN, WHAT ROLE WILL THE ABOVE PLAY IN RUNNING THE LIBRARY?

*Principal Musa K.D. Mahmood has committed to overseeing the complete operation. Specifically, he will provide funding for foreseen and unforeseen maintenance, guarantee the salary of the librarian and nightly security guard, and will constantly be seeking out

inventive ways to be improving the library as a resource center he is proud of and that is an extension of himself. Mr. Mahmood owns a digital camera and has stated he is willing to take photographs of the library to send digitally to RISE Network should we receive this donation. Also, Principal Mahmood owns a car and is willing to transport the shipment of books from Freetown to Rokupr over several trips should we receive this donation.

*Mr. Gibril Kargbo, along with his carpentry apprentices, has committed to physically building any additional furniture required to house new books, computers etc. He also possesses a great wealth of knowledge on building maintenance and promises to protect the space against the humidity of rainy season and the dust of dry season.

*Mr. Joseph Munu has committed to maintaining his current passion and punctuality of library science and has committed to expanding his mind in the hopes of becoming a literary wizard and a well-versed guide for novice library users. He promises to keep the books inventoried, organized and archived properly. He also plans to organize adult literacy classes, book clubs and other unique community-centered events to take place after school hours in the library space.

*Mr. Alusine K. Turay is equally as enthralled with this library and along with being a recently graduated student who is always present with his head stuck in the books, he has committed to acting as assistant library master, filling in for Mr. Munu in his absence. He knows the current organizational system and the students and staff of the school very well.

*Kimberly E. Nelson is committed to providing general oversight and advice while in country and after leaving the community to return home to America. I plan to be regularly communicating with Library Committee members and my Peace Corps volunteer replacement to keep track of the current status of the operation and to give advice, provide support and constantly be researching outlets to help improve my school and community's resources as long as I am capable.

15. SUPPORTING MATERIALS: Please see the series of pictures displaying the current state of the library attached as .jpg files.

Not available

16. INCLUDE THREE "LETTERS OF RESPONSIBILITY" FROM COMMUNITY LEADERS

Please see the attached .docx files

ALL MEMBERS OF THE LIBRARY COMMITTEE SHOULD READ THE LIBRARY ACTION PLAN, THE APPLICATION AND SIGN BELOW.

I have read the LIBRARY ACTION PLAN and understand what is involved in creating our library. I commit to the success of the library.

1. *Musa K.D. Mahmood*

2. *Gibril Kargbo*

3. *Joseph Munu*

4. *Alusine K. Turay*