IMPLEMENTERS

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Contacts		
Rongo University, P.O. Box 103-40404, RONGO Tel: +254770308253 www.rongovarsity.ac.ke	Kibabii University P.O. Box 1699—50200, BUNGOMA. Tel: +254 202028660/708085934 www.kibu.ac.ke	African Library Project 19 Mantua Road, Mount Royal, NJ 08061 USA info@africanlibraryproject.org Tel:+ 1 856.292.5119 (U.S. Eastern Time Zone) www.africanlibraryproject.org

How to Apply for an ALP Library:

Rongo University (RU), Kibabii University (KU), and the African Library Project have partnered to create small, sustainable libraries in Migori, Homabay and Bungoma counties in Kenya. If your school or community meets the requirements below and is committed for the long term to develop a library, please apply. The initiative will help start new libraries or improve libraries with fewer than 2,000 books. The application process consists of four steps:

1) Determine that your school or community meets the requirements.
2) Complete the application form included in this packet.
3) Submit 3 letters from school or 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:

1) Establish a library committee comprised of a teacher or teachers, parents, and community leaders who will be responsible for the library.
2) The library committee must agree to serve as an advocate for the usage of the books within the school or community and will hold itself accountable for ensuring the library is utilized in a manner consistent with promoting learning for all users.
3) The school or community will pick the books from RU or KU within ONE month and establish a fully functioning library within 4 months of receiving the donated books. Otherwise, RU/KU shall give the books to another deserving applicant.
4) The location of each library commits to ensuring books are accessible and to provide a space that is secure and dry and has sufficient shelving for 1,000 books. Books may be housed within a single "library" space or may be housed within individual classrooms.
5) Schools must include at least one hour of library time per week for each student in their school schedule.
6) The location and library committee must commit to ensuring two or more people are trained on how to organize the books into a library and how to run the library. These two people will train others to maintain and operate the library.
7) The library committee also agrees to work with RU to collect and provide information regarding the usage of the books and their impact on academic achievement. This information will also be shared with ALP.
8) The library committee acknowledges that RU/KU will cover the costs for receiving books into the country, transporting and warehousing them at the university campus, and for providing library training; neither RU nor KU will provide for or contribute to the costs of acquiring library space, providing shelves, ensuring security, or any other building maintenance.
9) 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 four months of receiving the books.

DULY FILLED APPLICATION FORMS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED BY JUNE 1, 2024 TO RONGO UNIVERSITY (applicants from Migori County) OR KIBABII UNIVERSITY (applicants from Bungoma County)

What to Expect:

After your successful application, you can expect:

1) Your application will be evaluated and any follow-up questions will need to be answered.
2) If your library project is accepted, the African Library Project will pair your library with a book drive in the U.S. to collect approximately 1,000 high quality, gently-used, age and reading level-appropriate books for your library.
3) Your library committee will use the *ALP Library Action Plan* (see below) to develop a plan customized for your community or school library.
4) The books will be shipped in large containers with all the libraries for Kenya shipped together at the same time. Your school or community is responsible for transporting the books from the warehouse location at the university to the school or community library location. The books should arrive early in 2024. Once the books have arrived, you will have ONE month to pick them up from the university.

5) With your library, you will receive an excellent 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.
6) RU and KU will offer workshops in basic library management to help you turn your library into a vibrant learning center. The transport costs to this free training and all other costs associated with setting-up the library location will be the responsibility of the school or community library committee. No allowances, stipends or per diems will be provided for those attending the training.
7) 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, as well as additional information from RU/KU, but following these steps will help you to prepare.

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 (male and female) from the community of library users representing different stakeholders. For example: teachers, administrators, librarian, students, community leaders and parents.)

When? This plan should be begun **before** you apply and completed **after** the University has approved your library. If the University approve your application, 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) Take the parts of this plan that are useful to you and leave the rest.
5) 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?

Establishing 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? (# 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 situated at a school, but will also be open to the community, then 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 secured?
- 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 the funds to obtain the furniture?

  If not, how will we raise money? (See 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
  - Checking out
  - Clean/Dust
  - Plan events to get people into the library
- Will this person be paid, and if so, how will the funds be supplied? Some options:
  - Librarians are paid through school fees
  - Ask the community chief or the local district administrator to fund a librarian.
  - Membership fees. Pick 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.

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 record 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?

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. (ex. 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, and writing), and 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 you measure your success? This is important for Rongo University.
    - Tracking the number of library users?
    - 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 this information?

- What will we do with this information? For example, review and analyze at the library committee meetings, show community leaders, the Ministry of Education, and other village leaders to ask for further support. Report information to Rongo University.

These steps will get you started on planning your library. Once you get the library manual, you will also have to decide:

- What system will you use to organize the books?
- What system will we use to track our books?
- Will we charge a fee for users? (membership fees)
- Will we loan books to users?

There is plenty of information in the manual to help you make these decisions and plan and run a successful small library that will promote literacy and the love of reading in your community

PLEASE RETURN THE APPLICATION FORM AND THE THREE REQUIRED LETTERS OF COMMITMENT TO ONE OF THE FOLLOWING. THESE ARE ALSO YOUR CONTACTS FOR CLARIFICATION OR ASSISTANCE.	
Mr. Joel Nakitare Deputy University Librarian Rongo University P.O. Box 103-40404, Rongo Email: librarian@rongovarsity.ac.ke Mobile No: 0723 641 702 www.rongovarsity.ac.ke	Mr. Samuel Kaingo Wakahia In charge—Library Services & Documentation Center Kibabii University P.O. Box 1699—50200, Bungoma Email: swakahia@kibu.ac.ke Mobile No: 0722 212 172 www.kibu.ac.ke.ke

APPLICATION FORM

General instructions

In order for the vetting committee to make an informed decision on your eligibility, it's essential that you provide current and accurate information. Do not pin or staple the application.

SECTION A
1. SCHOOL OR COMMUNITY LIBRARY NAME
2. PHYSICAL ADDRESS:
3. FULL POSTAL ADDRESS:
4: SCHOOL OR COMMUNITY EMAIL ADDRESS (IF AVAILABLE)
5. CONTACT PERSON RESPONSIBLE FOR LIBRARY:
(a) NAME: **(b) POSITION:** **(c) E-MAIL ADDRESS:** **(d) RELIABLE PHONE NUMBER:**
6. ADDITIONAL CONTACT PERSON RESPONSIBLE FOR THE LIBRARY:
(a) NAME: **(b) POSITION** **(c) E-MAIL ADDRESS** **(d) RELIABLE PHONE NUMBER:**
7. THE HEAD TEACHER OR APPOINTED COMMUNITY LIBRARY LEADER:
(a) NAME: **(b) POSITION:** **(c) E-MAIL ADDRESS;** **(d) RELIABLE PHONE NUMBER**
8. PLEASE TICK ONE OF THE FOLLOWING:
[ ] Our library will be for students, teachers, and staff of a primary school. [ ] Our library will be for students, teachers and staff of a junior secondary school

[ ] Our library will be for students, teachers, and staff of a senior secondary school.

[ ] Our library will be a school library but open to the community as well. If you tick this option, please discuss with the head librarian Rongo/Kibabii University first.

[ ] Our library will be a community library (not based at a school).

[ ] Other (please describe e.g. preschool, etc.)_____

9. DO YOU ALREADY HAVE A LIBRARY? IF SO, HOW MANY BOOKS DO YOU HAVE THAT ARE NOT CURRICULUM BOOKS? *for example, English language books for leisure reading, science, history, reference books.*

10. NUMBER AND TYPE OF BOOKS REQUESTED: *1000 maximum –if you want fewer, indicate the number of books desired.*

SECTION B

The following questions should be answered on a separate piece of paper (unless you are completing the application on a computer).

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).

12. FOR SCHOOL LIBRARIES: SUBMIT A COMPOSITION FROM A PUPIL WITH THE TITLE, "MY DAILY LIFE."

13. FOR COMMUNITY LIBRARIES: PROVIDE A DESCRIPTION OF YOUR 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 southwest Kenya.

14. WHO IN THE COMMUNITY ADMINISTRATION HAS COMMITTED TO SUPPORT THE LIBRARY?

15. OPTIONAL: SUBMIT DIGITAL PICTURES OF YOUR COMMUNITY

16. WHAT IS YOUR LIBRARY ACTION PLAN? Specify

- how you will receive the books,
- issuance to readers,
- management of the library,
- reporting,
- storage, who will be trained to take care of the library,
- how will you ensure that the books are being utilized

17. WHO ARE THE MEMBERS OF THE LIBRARY COMMITTEE?

18. WHAT ROLE WILL EACH MEMBER OF THE COMMITTEE PLAY IN RUNNING THE LIBRARY? (Be specific)

19. INCLUDE THREE "LETTERS OF COMMITMENT" FROM SCHOOL or COMMUNITY LEADERS (These letters are required and should be from male and female leaders who will serve on the library committee and specify what they will personally do to make the library successful. Ex. I will secure the furniture for the library, raise the funds, offer programs for the community, organize the books, etc.). Please note that these can be from the same people who sign below or different people.

SECTION C

20. I have read the LIBRARY ACTION PLAN and the APPLICATION and understand what is involved in creating our library. I commit to the success of the library by completing the duties listed below. (At least three signatories)

Title	Duties	Name and Signature
Principal/ Head Teacher	[ ] Assign teacher-librarian [ ] Provide funds for transportation to teacher-librarian training [ ] Ensure books are picked up from Rongo, unpacked and shelved within 30 days [ ] Ensure literacy across the curriculum [ ] Allocate resources to ensure sustainability of the library [ ] Provide any other support to ensure sustainability of the library [ ] Promote the visibility of the library within the school community [ ] Encourage regular collaboration between teachers and the librarian in planning lessons [ ] Advise RU or KU of changes, including new teacher-librarian	**Name**_____ **Signature**_____ **Date**_____
Deputy Principal/ Deputy Head Teacher	[ ] Schedule weekly library time on school timetable [ ] Ensure thank you letters written to book donor within 4 months [ ] Enhance a culture of reading through book clubs, story time sessions ad reading challenges [ ] Promote the visibility of the library within the school community [ ] Ensure the library and the librarian are within you whole school curriculum map [ ] Ensure books are picked up from Rongo, unpacked and shelved within 30 days **?**	**Name**_____ **Signature**_____ **Date**_____
Teacher Librarian	[ ] Post library rules and hours in library [ ] Create and maintain check out system and user 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 RU. I understand I will not receive an allowance or per diem for the training.	**Name** _____ **Signature** _____ **Date** _____

Community librarian	[ ] Ensure library is ready with shelving and furniture [ ] Ensure library committee meets regularly [ ] Process and organize the materials [ ] Create an inclusive and welcoming environment [ ] Provide assistance with information retrieval [ ] Promote library usage in community [ ] Conduct outreach efforts to reach underserved populations	**Name_____** **Signature_____** **Date_____**
Community administrator	[ ] Ensure library is ready with shelving and furniture [ ] Ensure library committee meets regularly [ ] Promote library usage in community [ ] Advocate for the library's role in the community and communicate its value to local stakeholders [ ] Organize and participate in community events to raise awareness about library services [ ] Ensure security of the library	**Name_____** **Signature_____** **Date_____**
Church Leader	[ ] Promote library usage in community	**Name_____** **Signature_____** **Date_____**