



BOOKFEEDING PROJECT

Communities' Manual

Dear Member of the Community,

It is great that you found out about the Bookfeeding Project, and that you would like to help to improve the educational facilities in your community with a Bookfeeding Library.

This manual was developed to provide you with information about how we operate, the conditions and your responsibilities as a community, should you enter a collaboration with Bookfeeding Project.

Please make sure you read it carefully and that you understand everything. At the end of this manual you find a checklist with all the documents required for an application. Once you completed filling in all required documents, send them to us at hello@bookfeeding.org.

Thank you for reaching out, and good luck!

Your Bookfeeders



1. THE IDEA OF THE BOOKFEEDING PROJECT

The main idea of the Bookfeeding Project is to **promote free Education** for people of all ages, religions and nationalities all over the world by building and refurbishing **educational facilities** for communities. Our goal is to create **self-sustainable** and **environmentally** friendly projects in which everybody can get involved.

Once the libraries have been built and are open to the public, **the local community is fully responsible** for its maintenance. We believe that **co-operation and partnership** with local communities is key to a successful implementation of our projects, and the creation of sustainable education facilities for all. It is therefore *very important* that you stay in touch with us during the construction and after.

All the members of the Bookfeeding Team work on it voluntarily and receive no compensation, sharing their unique skills and knowledge. This includes the volunteers (**bookfeeders**) coming to build the educational facility, and also the ones visiting it later on. We therefore require members of the local communities **to also volunteer at those libraries at any stage of the process**: from setting the foundations of the building to the improvement of the structure afterwards, and the management of self-sustainable and long-lasting initiatives.

The Library is for your Community. Take care of it and unlock the potential of education and learning.

The Bookfeeding Project works to achieve this goal by entering into Library Partnerships with communities who express an interest in creating and maintaining education spaces in their communities. A Library Partnership can have various forms and is subject to numerous conditions as outlined below.

2. COMMUNITY RESPONSIBILITIES

A Community that applies to obtain support in order to start a Bookfeeding Library (or educational facility of other sorts, hereafter both defined as *Library*), and whose application is considered successful by the Board Members, shall accept the conditions and respect the rules set out below. **Failure to do so may lead to discontinuing the cooperation** and thus the provision of new reading material and potential financial assistance for future improvements in the building.

2.1 The Non-profit Character of the Libraries

The Bookfeeding Project is a 100% voluntary organisation. We have no salaried positions. This means that all the donations and proceeds from online or offline fundraising activities go uniquely towards libraries and the shipment of materials.

The Bookfeeding Project does not therefore support any form of financial profit from activities connected to our projects. **All profit should be purely educational and intellectual.** This means that all the proceedings from memberships (shall the community decide to have it) or activities organized in the library complex (printing, borrowing books, movie screening...) shall be collected and used for the **needs of the library directly**.

The educational facility is not a business from which people will profit, but a **collective project for the entire community**. Each community may decide to elect its own committee members who will be responsible for the management of the library, and the initiatives taking place in its premises.

In case the community wished to spend money on matters not related to the educational facility but on the further development of the community itself, the community will contact us and the Bookfeeding Project committee will decide whether this can be supported or not.

The Community can always contact the Bookfeeding Project for any doubts or questions.

Reselling the educational material

It is strictly forbidden to resell education material, computers or anything provided by Bookfeeding Project and/or purchased with the donations raised for the facility.

Shall the library have too many copies of one book, or a collection of books that is not being used (or can be better used in different educational facilities) the members of the Community shall contact the Bookfeeding Project and provide a clear suggestion of what the community plans to do.

The Bookfeeding Project is an international community. You are connected to other communities who might need that equipment or Book for example. All communities are required to keep an **inventory** of educational materials and books.

Should a book be lost or damaged, members who lose or destroy a book should pay a fine, or provide a new book of the same or similar edition.

Anti-Discriminatory rules

The Community shall not discriminate anyone from visiting the library or borrowing books. No matter the individual's ethnic group, religion, disability, gender, sexual orientation, everyone shall be allowed to use the library facilities under the same conditions.

The Community can decide to expel members from the library if they repeatedly fail to return books, lose or damage them or are caught stealing from the library.

2.2 Staying in touch

Even though, once we finish the construction, the library management is fully in the hands of you and your community, we would like to hear from you at least twice a year. By entering into a partnership with Bookfeeding Project, you **entering a long term cooperation**. We would be happy to receive any important news regarding your community development during the year. It can be new school, new books, new clubs or about incoming volunteers. At the end of the year we will ask you to fill in a **Library Report** for given year. There you can suggest needed renovations of the library. Although we cannot promise, if you keep in touch and we see your community has been actively participating in the library activities, **we are happy to support you with additional projects**.

3. CONDITIONS FOR SETTING UP A LIBRARY

There are a number of conditions that need to be fulfilled by a Community prior to the library construction. Each Community shall discuss the following conditions, and proceed only if the majority of the members agree to these.

1) The Building

The Community shall provide a **building**, or **premises** of other sorts such as rooms within an already existing complex, that can be turned into an educational space/ library. The conditions of the building are to be considered by the Board Members, as the Bookfeeding Project will cover the costs for its reconstruction and refurbishment. The members of the community shall all agree on donating this building in order to set up a library.

In case the community cannot provide premises, a piece of land can be used. However, depending on the budget of the project, other conditions may apply.

2) Estimate and Budget

Together with a photographic documentation of the building, the Community shall provide a **detailed estimate for the refurbishment or construction of the library**. This is to include the furniture, the cost of the raw material, transportation costs and salaried workforce.

The Bookfeeding Project focuses on small-scale projects in small communities, the average cost being around 1,500EUR. Communities are chosen considering many factors, one of the most important being the willingness of the Community to contribute to the construction of the library with material, labour or money. One of our condition is therefore a contribution from your side towards the project. It can be that some members of the community are willing to donate wood for furniture, sand, their car as a transport or donate their time and help other workers to carry their material. Please indicate in your budget how your community will contribute to the construction of the library.

3) Plan for the Management of the Library

The Community shall discuss the management of the library after its completion, and inform the Bookfeeding Project about it through the application form.

Bookfeeding Project will help the Community to refurbish or build the library and equip it with books and educational material, however **salaries will not be provided to the staff involved in the library on the long-term**. It is sole responsibility of the Community to take care of the facility and improve it.

The Community is required to provide a detailed plan on how they are willing to maintain the facility in active and good condition. A few points that shall be covered:

- Will the Community hire a librarian?
- Who will manage the library?
- How many people will be involved?

- What kind of initiatives (like classes, workshops, labs...) does the Community wish to start?
- Who will be in charge of, and responsible for, the library?
- Will there be membership fees? If so, how much, and for how long?
- What are the conditions to borrow the books and how will the records be kept?
- How will the Community turn the library into a self-sustainable project?

Please provide this information together with your application form.

4) Overview of the Expected Library Users

In order to provide the most suited books and educational material, please provide details about your Community and its members.

- Who do you expect will visit the library, and what for?
- What kind of books will they read?
- What are the age groups of your future members?
- Will they come to the library to study, to relax or to learn more about farming, health and business?
- Will classes, workshops or any other educational activity take place within the premises of the Library, and will the learners be required to pay to attend?

5) Bookfeeders

The Bookfeeding community is a global community that connects your community and a network of supporters and other projects. It exists to promote educational transfer. Part of that is welcoming travelling Bookfeeders into your community. A visiting Bookfeeder participates in this experience for three reasons:

- 1) For their personal development and enjoyment
- 2) To learn about your community, way of life, and culture and share their own.
- 3) To offer any skills they might have for the service of the community.

Once the Bookfeeding Project agrees to sponsor the library, the Community is strongly encouraged to welcome visiting Bookfeeders. However, this is not condition. Your community decides whether you want to accept Bookfeeders, how often and for how long.

Bookfeeders will help keeping track of the finances and the progress of the construction, contributing with their unique skills and knowledge, and will not be salaried. In case the Community accepts to host volunteers, it is then a condition to provide them with simple, safe accommodation, and food.

This is a community project and, as such, it is beneficial for both parties if time is spent together in close contact, sharing skills and experience, and living locally.

6) Community Representative

The Community is to choose **one or more representatives** who will send the application on behalf of the community, send **update reports** to the Bookfeeding Project board on a regular basis (at least twice a year), be **responsible** for the progress of the project and its initiatives during and after the construction, and who will **welcome** volunteers to the projects and introduce them to the Community. It is a condition that such representative(s) speak **English**.

4. MANAGEMENT OF THE LIBRARY

As mentioned in the previous section point 3, the Community is **responsible for the management and sustainability of the library**, that includes keeping the library clean and open for the public and appointing somebody responsible and trained to keep and inventory of books and materials as well as membership.

The Bookfeeding Project will *not* be paying monthly fees or salaries for sustaining the library. A profile of the library together with an address of reference will be published on the official Bookfeeding Project website (www.bookfeeding.org) and on the social media. This will allow our supporters worldwide to get to know more about the project and send more books directly to the libraries.

Communities may get in touch in case they needed support for a major reconstruction. In such case, we require the Community to forward a detailed description of what needs to be done together with an estimate of the costs, however, any further financial support needs to be discussed by the committee members. The key factors in this decision will be the activity of the community (the level of contact they made with us through regular updates and photos), the necessity and budget of the new project, and the level of advancement this can have on the community.

5. INCOMING BOOKFEEDERS

The Community can decide whether they wish to host international volunteers (called 'Bookfeeders'). Every bookfeeder has different unique skills, and they can involve in a number of activities and organize various workshops with the community concerning environment, recycling, business, health or education. If the Community agrees to admit bookfeeders to the library, it becomes responsible for the provision of simple accommodation, for free or at very low costs. Bookfeeders come willing to contribute with their **skills and knowledge**. The only way to benefit mutually from this exchange is teaching to each other skills that can be useful on the long term, such as languages, computer skills, manual skills, animal farming, plant cultivation and so on.

Please state in your application whether you are interested in this option, what activities would you prefer the Bookfeeders to do and how many you can accommodate at once and for how long.

6. THE COMMUNITY'S FEEDBACK

This report should be informative, explain how and if the library helps the Community, what are the plans for the facility on the long term, and a general evaluation of the project. If anything remains unclear, please contact us at hello@bookfeeding.org. Also, please keep in mind the following points:

- **Your feedback is one of the fundamental ways to help the Bookfeeding Project improve.** After the project is finalized, send us an email with: a general feedback, any complaints or suggestions you might have and an **article** which we can publish on our website.
- **The Community is required to provide a regular written and photographic update of the progress of the library.** The first year after completion we require the updates on quarterly basis, after every six months. This report should include photos of the activities in the library, new equipment, new members and they can also show how the library helped to improve the lives of the people in the community.

7. FINANCES AND THE PROCESS OF CONSTRUCTION

The person, who is responsible for construction of the library and therefore communication with us will need to do the following upon receiving the funds. We will always send money in phases, after each phase we will wait to receive required documents (explained below in more detail) and only after successful submission of the documents from your side can we transfer the money for next phase.

1. Please download the application Tap Scanner (or a similar one) in your phone.
2. Use our template for the finance sheet (print it, in case you don't always have access to a computer) and make a list with all receipts, date, explanation what it was for and the amount paid in your local currency.
3. Every transaction has to be recorded. Please number all your receipts and order them according to the date.
4. When you spend all money, please finalize the spreadsheet; scan all the receipts using the app mentioned in point 1 or normal scanner.
5. Send us scans of all receipts, the finance sheet and a short report explaining what was the money was spent on. Don't forget to include photos of the construction

CHECKLIST FOR THE APPLICATION

If your community is interested, after reading this manual, in a cooperation and partnership with Bookfeeding Project and would like to create a library as a result of such partnership, please send us an application form with all the following documents. You can download the templates for each document here: <https://www.bookfeeding.org/build-a-library>

DOC_1: Management plan of the library

A plan stating how will the library be managed after its completion. The community has to submit a proposal explaining how the library will be run, managed and sustained after the construction. To start, think about the following questions: Who will keep it open? Will access to the library be free of charge or will there be a small (membership) fee? What will the fee be used for? Will the librarian or volunteer be paid? Will students have permission to borrow the books (and under what conditions) or can they only read inside the library? How will you promote the library so more students get to know about it?

DOC_2: Finance plan

A detailed **breakdown** of the costs for the setting up of the facility. You can use our template for the finance plan or create your own table. The budget should be divided into 3 phases. After each phase you will be required to send us detailed description of how the money was used, provide all the receipts, invoices, and photos. After each completed phase, we will send money for the next phase.

We recommend the community to consult the potential builders so the budget is as precise as possible. We work with the budget provided. In case of the actual reconstruction, costing more than 10% over the budget stated in your application we might not be able to cover the remaining funds and library would remain unfinished. The budget should also include all necessary bank details (Name, Address, IBAN, BIC/Swift, Account number, Bank name).

DOC_3: Library profile

Each library has a profile on our website. We need you to check our website and send us a document which can be used to describe your community and library. This is your chance to inform our followers about your library. It should include a statement introducing the **community**, its history, previous or ongoing collaborations with other organizations. Please explain how the library can help in the development of this community (500-1000 words).

An example of what texts, articles and information will be needed you can find:

<http://bookfeeding.org/projects/3/kenya-koguta-bookfeeding/>

In addition to those documents, please send us photos of the building or room donated by the community for the purpose of the library and few photos of the community members and the surroundings.