



Mandela Day Libraries Project

2015 Application Procedures

Mandela Day Libraries Project: Container library project, in collaboration with the Nelson Mandela Centre of Memory, provides libraries in repurposed shipping containers for under-resourced primary schools across South Africa. Breadline Africa serves as an implementing agency for the conversion of the containers and relies upon corporate social investment in order to meet the need for libraries in public primary schools of South Africa.

Libraries are a critical resource. They help teachers in the drive to build a culture of reading and enable learners by giving them a strong foundation upon which to maximize their learning experience and move from one level to another successfully and with confidence. Recognizing that there are over 16 000 schools in South Africa without access to this resource it is necessary for us to have certain selection criteria. This helps us ensure that we are serving those who are most in need and most willing and able to turn the resource into a literacy tool that impacts learners positively.

Schools are screened using the following assessment criteria:

- School must have working contact number and be a legitimate public primary school of South Africa with a physical address or PO Box;
- School is categorized between quintile 1 and 3 according to the Department of Basic Education;
- School must have less than 2 books per learner enrolled;
- School should have a minimum of 2 people identified as responsible for the upkeep and running of the library. Names and contact details should be provided.
- Library Action Plan must be signed by the Library Committee and submitted to Breadline Africa;
- School must commit to fundraising or the provision of funds/budget to meet the needs of the library on an on-going basis;
- The ANA results for Grades 3 and 6 should be provided from 2011 to date;
- The school must have the physical space to place the facility;
- Partnership must already exist with an established literacy development organisation i.e. Soul Buddyz, Room to Read or Help2Read.

Please Note: All questions/sections need to be answered and completed in full for your application to be considered.

Please provide the following demographic information:

School Name:

Physical Address:

Landline:

Fax:

Email:

Principal:

Contact Number:

Quintile:

Total Number of Learners:

Number of Girls:

Number of Boys:

Grades:

Age Range:

The school currently has:

Library facility;

Classroom Library;

Classroom Book Corners.

Responsibility for the Library:

We need to be sure that the library will be well looked after and used properly to the benefit of learners, teachers and the whole community. Please explain below what steps the schools will take to do this (attach draft timetable for library users)

List 2 people who would be responsible for the upkeep and running of the library:

Principal/Teacher/Librarian/Community Member:

Contact Number:

Who would be responsible for writing and sending monitoring and evaluation (M&E) reports to Breadline Africa?

Level of training achieved by Teacher/Librarian:

Literacy partner:

Year started:

ANA Literacy Results:
Grade 3:

2011

2012

2013

2014

Grade 6:

Taught language(s) Grade R to 3:

Taught language(s) Grade 4 to 7:

Total number of reading books:

Where are they kept?:

Does the school have the physical space to place the 12m X 2.4m container library?

Yes

No

If yes, please describe where the container would be placed and attach a picture/ draw a diagram.

Is the school accessible by road?

Yes

No

Will a crane truck be able to access the school grounds?

Yes

No

Does the school have electricity?

Yes

No

Does the school have internet access?

Yes

No

Would the community have access to the library?

Yes, if so when?

No, if not, why?

Is there security on the school grounds?

Yes

No

When is security present?

We, the undersigned, certify that the above information is correct and that should we be granted a new container library, we will take responsibility for it and ensure that regular reports on its use are sent to the Project Committee.

PRINCIPAL

CHAIRMAN, SGB

LIBRARIAN/TEACHER

DATE:

DATE:

DATE:

What to Expect:

After your completed application is sent through to Breadline Africa, you can expect:

- Your application will be evaluated and any follow-up questions will need to be answered.
- If your library project is accepted, Breadline Africa will place the school details on a list of “Schools in Need” which will be sent to corporates who are interested in sponsoring the conversion of a container into a library facility.
- Once your school is selected, Breadline Africa will notify you of the sponsorship and detail the timelines for construction and delivery. The conversion process takes approximately 6 weeks.
- Each library will have an official launch at the school once the library has been delivered.
- The school is expected to plan a programme for the launch which will be signed off by Breadline and the sponsoring company. The date for the launch will be decided collaboratively between the school, Breadline Africa and the sponsoring company.
- Your library committee will use the *Library Action Plan* to develop a plan customized for your community or school library.
- Each school will receive a “start-up” allocation of books; however it is through ongoing funding that the school will have to take the lead on acquiring books for the library.
- Breadline Africa will offer workshops in basic library management to help you turn your library into a vibrant learning center.
- To learn more, visit the Breadline Africa website www.breadlineafrica.org

Library Action Plan Template

What is a Library Action Plan? This is a planning tool to use in starting or improving a library in partnership with Breadline Africa. 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 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? The Library Action Plan will be handed over to the sponsoring company and Breadline Africa as part of the official hand-over ceremony and launch.

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 you need in your library committee? (transport, organisation of books, raising money for supplies, organise inventory system, leadership, publicity)
- Will there be officers for the committee? If so, who?
- Who will handle the finances?
- How often will you need to meet?
- How will decisions be made?
- **What would your ideal library look like?**
- **Who will your 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 also serves 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?
- How accessible is this library to the school or community library users?
- Is the library secured?
- Is the library dry?
- What kind of furniture do you need?
 - Chairs, tables, computers etc.
- How will you get/make the furniture?
- What can you use that you already have?
- Do you have funds to obtain the furniture?
 - If not, how will you raise money?

Library Staff:

- Who will manage the books and be responsible for their security and organization?
- Will you 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?
 - Librarians are paid through school fees
 - Ask the community council or the DA, district administrator, to fund a librarian.
 - Membership fees: for example: **R5.00 per person per year, or R10.00 per family per year**. Pick a price that fits your community. All proceeds go to pay the librarian.
 - 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 ideas from parents and teachers.

Organization:

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

Record keeping: What system will you use to track your books?

- When you acquire new books? (ex. Accession register)
- When you loan books
- Visitor's log

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

- What kinds of supplies will you 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 you 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

User policies:

- Will you loan books to users?
 - How long is the check-out period?
 - Who will be able to check out books? (Will Grade R to 3 students be able to check out books?)
 - Will there be a waiting period before books are checked out so that users get used to books and the expectations in the library? (perhaps a couple of months)
- Will you charge late fees if users do not return books on time?
- What will you do about damaged/lost books?
 - Students and parents can sign a contract acknowledging repayment for lost or damaged book.
- Who will keep track of the library's funds? How will they report about library finances to your committee?
- The rules for user conduct should be posted on the wall of the library.

Library hours and operations:

- Thinking about your 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 are required 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 you get people using the library?

Most schools 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), 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 your library offer to encourage usage?
 - How will these be scheduled and conducted?

- Who will be responsible to make sure each happens?
- How will you communicate with the users what is happening at the library?

Evaluation:

- How will you measure your 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 you get feedback from your users?
 - Who will be responsible for tracking this information?
 - What will you 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 Breadline Africa using monitoring and evaluation forms?

Appreciation:

- How will we show your appreciation to Breadline Africa and the sponsoring company for their assistance in helping you start our library?
 - Write thank you letters telling about their favorite book from the children and staff?
 - Take photos and send to Breadline Africa?
 - Have students draw pictures of their favorite book and write a story?

In this application please ensure that you have submitted the following to Breadline Africa:

- Completed application form i.e. (pages 2 and 3)**
- Pictures/diagram of where the library will be placed;**
- Draft timetable for library users;**
- Library Action Plan.**

Submit to:

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 Green Point, 8005
 Cape Town
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