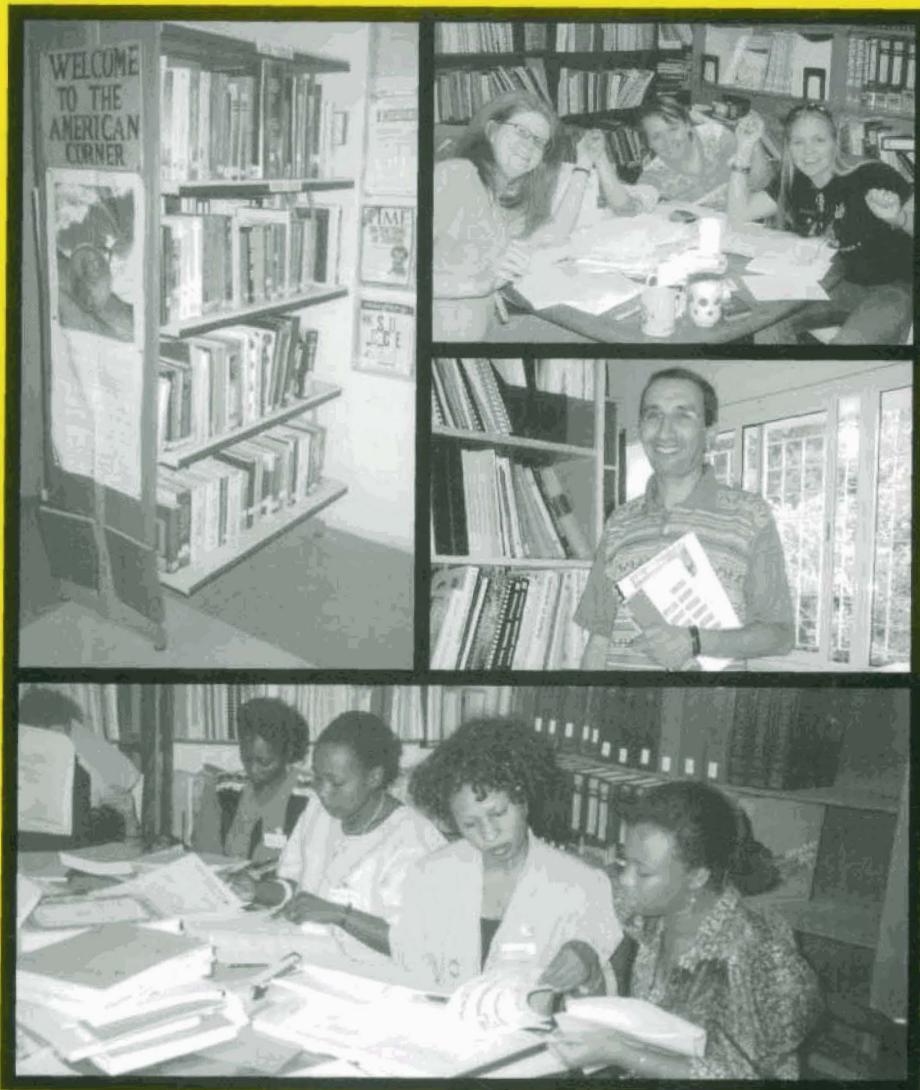


SOURCES OF DONATED BOOKS



Information Collection and Exchange
Publication No. RE003

Information Collection and Exchange

The Peace Corps Information Collection and Exchange (ICE), a unit of the Center for Field Assistance and Applied Research, makes available the strategies and technologies developed by Peace **Corps Volunteers, their co-workers, and their** counterparts to development organizations and workers who might find ~~them~~ useful. ICE works with Peace Corps technical and training specialists to identify and develop information of all **kinds** to support Volunteers and overseas staff. ICE also collects and disseminates training guides, curricula, lesson plans, project reports, manuals, and other Peace **Corps**-generated materials developed in the field. Some materials are reprinted "**as-is**"; others provide **a** source of field-based information for the production of manuals or for research in particular program areas. Materials that you submit to ICE become part of the Peace Corps' larger contribution to development.

This publication **was** produced by Peace Corps Center for Field Assistance and Applied Research in collaboration with the Office of Private Sector Initiatives. It is distributed through the Center's Information Collection and Exchange. For further information about ICE materials (periodicals, books, videos, etc.) and information services, or for additional copies of **this** manual, please **contact** ICE and refer to the ICE Catalog number that appears on the publication:

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Share your experience!

Add your experience to the ICE Resource Center. Send your materials to us so that we can share them with other development workers. Your technical insights serve as the basis for the generation of ICE materials, reprints, and training materials. They also ensure that ICE is providing the most up-to-date, innovative problem-solving techniques and information available to you and your fellow development workers.

Sources of Donated Books

2005



**Peace Corps
Information Collection and Exchange
RE003**

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Introduction

Sources of Donated Books [ICE No. RE003] is intended to help Peace Corps Volunteers identify organizations that **might** provide books and other educational materials to their communities. The services described for each organization listed apply specifically to **Peace Corps** Volunteers. In some cases, services and procedures may be different for host country nationals or others requesting assistance directly.

The **Peace Corps'** Information Collection and Exchange (ICE) unit produces this publication, with input from the Office of Private Sector Initiatives concerning donations to the Peace Corps. ICE **updates** the program descriptions in this publication with information provided by the organizations listed.

Earlier versions of this publication are now obsolete and may contain misleading information.

NOTE: Inclusion of Web addresses or links to **websites** in this publication does not indicate endorsement of content or work program.

Peace Corps Volunteers and Library/Resource Center Development

Many Peace Corps Volunteers are involved, either as a primary project or secondary activity, with local library or resource center development. Volunteers in all projects from agriculture to environmental education to youth development might consider assisting with a library. If you are a Volunteer in an education project, you might ask or be asked to assist with a school library; other Volunteers will recognize a possibility within their communities for starting or improving a library or resource center. You might be involved in an information communication technology project and assist with development of an electronic library. In some instances, members of a community may identify library development as a priority and approach you for assistance.

Regardless of the impetus for the project, it is important that you work closely, through all stages of the library development process, with a counterpart or counterparts. For a library to continue **successfully** after your departure, the community members must be stakeholders and have true ownership of the library. Sustainability depends on community involvement.

For examples of cooperative efforts in resource center secondary activities, see *Small Project Assistance Program: Supporting Sustainable Community Development* [ICE No. M0082]. This Idea Book, available from the Information Collection and Exchange (ICE) unit, provides examples of Volunteer and community involvement with child welfare, business, environment, nongovernmental organization (NGO), computer training and youth resource center projects. It also includes sections on planning, implementing, monitoring, and evaluating secondary activities.

There are a number of questions to ask before embarking on a library development activity. Involve your counterpart and other community members in the discussion of these and other questions as you consider, for example:

- Is a resource **center/library** needed? How do you know?
- **Is it wanted** by the potential user community, or is it your idea of what the community needs?
- How can the community be involved to support the library?
- **What** assets does the community already have that will **support developing** a library?
- What other information centers are there in the community? Will this project complement them? What are the possibilities for collaboration?
- Are there locally published materials that could be used for exchange of publications?
- Are there local publishers from which to purchase materials?
- Will students **and/or** adults be willing to write or gather stories to place in the library?
- Where will the books, periodicals, and audiovisuals come from initially? In the future?

- Are there donor or charitable organizations in-country that could assist?
- What will be the focus of the collection?
- How will the collection be organized? (Dewey Decimal Classification? General subject order?)
- **Where** will the library be located?
- What about furnishings (e.g., chairs, shelves, tables, etc.)?
- Are supplies (e.g., automation supplies, book pockets, catalog cards, notebooks, pens, tape, etc.) available locally or could they be made from locally available items?
- Is there a computer available for an online catalog and checkout system? Is there reliable electricity?
- Will Internet access be possible?
- Who will physically set up the resource **center/library**? (Volunteers, students, community?)
- Who will be responsible for the day-to-day maintenance and development?
- What opportunities will there be for skills transfer and capacity building?
- Who will the users be? Will there be restrictions?
- Will the library support multiple user groups, perhaps students during the day and adults after school hours?
- Will the library support multiple uses? Internet telecenter? Adult education classroom? Radio broadcasting station? After-school study center? Women's group meeting center?
- **Will** the services be free or will fees be charged? (For users? Overdue publications?)
- What about a budget and source of funding for maintenance?
- Will the library be **sustainable**? If *so*, **how**?

If, after thoughtful consideration, you decide to proceed with a library development activity, contact the Information Resource Center (IRC) in the Peace Corps **office** in your country. The IRC manager will have some materials and suggestions to help you.

ICE offers several publications to assist you with library development. In addition to this listing of book donor organizations, you may request from ICE single copies of:

***Libraries for All! How to Start and Run a Basic Library* [ICE No. RE035]**

This guide was written by a returned Peace Corps Volunteer (RPCV) as a how-to manual for starting and maintaining a community library. Its practical step-by-step guidance is designed especially for those with little or no experience with library development and management.

*[Libraries for All! is also available in electronic format in English, French (**Des Bibliothèques pour Tous!**) and Spanish (**Bibliotecas para Todos!**) on the UNESCO website <http://unesdoc.org/>.]*

***Setting Up and Running a School Library* [ICE No. ED204]**

Written as a guide for international volunteer teacher librarians, **this** manual provides clear instructions for operating a school library. The author walks the beginning librarian through the necessary steps to establish a school library.

***Small Project Assistance Program: Supporting Sustainable Community Development* [ICE No. MOOM]**

This Idea Book shares examples of how Volunteers have participated in secondary activities, including resource center development and management, in all program sector areas. It offers guidance on planning, monitoring, and evaluating a secondary activity.

Check the IRC in the Peace Corps office for copies of these publications. If copies are not available in the **IRC**, ask the IRC manager to request copies from ICE, or contact ICE directly, briefly describing your library project and requesting the above titles.

Being part of a sustainable library development activity can be extremely satisfying. You will have assisted with your community's literacy achievements and encouragement of a reading culture. In some cases, the library may gain access to information through the Internet or partnership with a library in another country. The resource center may be a business information center that assists users with information on markets for local products. It may provide story times for preschool children or a place to display the work of local artists. The library can be at the center of community activities. As **you** and **your** community progress with developing the library or libraries, write to ICE and share your experiences.

Consider Donated Books

Look first to the local community and within your country of service to obtain the publications, audiovisuals, and other materials for the library. With your counterpart, contact local publishers, charitable organizations and the library users themselves for books, funds, or in-kind contributions. If culturally appropriate, coordinate with a school or adult education center to encourage students to write stories for inclusion in the library. Establish a library collection development policy specifying the kinds of materials that **would** be most useful to your community's library. Compile a wish list of titles and categories of books needed to build the collection.

If the library has been in existence for some time, weed the collection of outdated, unused, and worn-out books if it hasn't been done recently. It is better to have 100 books that are useful to the community than 1,000 books that fill the shelves but are not used. As with all steps in the library development process, be sure this is a community effort in which your counterparts participate.

Obtaining books from donors does not directly promote sustainability. Book donations can, however, be helpful to support a new library, and to build library collections with materials appropriate to the library users, but unavailable locally. In the meantime, you and your counterpart should establish the necessary connections that will sustain the library. It is important that you, your counterpart, and the donor organizations are very clear about the specific materials that would contribute to developing the library in your community.

Before contacting book donors, prepare a list of guidelines that will help you and the donors identify only the books or magazines that will be most helpful. State the subject matter, reading level, and language of the texts desired (e.g., "secondary school level fiction in Spanish, if possible"). If certain types of books are definitely not useful, state that clearly (e.g., "American social studies texts not wanted"). Decide what publication dates are too old for your needs (e.g., "nothing published earlier than 2000").

Prior to shipment to the library, suggest that all materials be sorted and culled per your guidelines. **Books** in poor physical condition or with yellowed pages are not worth the money it would cost to transport them, nor are they likely to be used.

Look locally first. In addition to the organizations listed in this booklet, other possible sources of donations and assistance within your country of service include:

- Local offices of the United Nations bodies, technical assistance organizations, embassies, local governments, foreign and local companies, and libraries (most libraries have duplicates of some materials)
- Professional organizations
- Schools, universities, and community organizations (civic groups, Girl Scouts, Boy Scouts, Rotary Clubs, Chambers of Commerce, etc.)

Inform your Peace Corps country director that you are embarking on a library development activity and that you would like to receive books from donor organizations. The red tape appears to be tedious, but it will be worth it in the end. Just be sure you and your donors check out all the details before you proceed.

For additional information about book donations, consult the UNESCO publication, ***Book Donations for Development***, 2005. <http://www.codecan.org/english/donations.html>.

If you have other questions or need additional copies of this publication, contact your **IRC** manager or write to ICE at:

Peace Corps
Information Collection and **Exchange** (ICE)
1111 20th Street, NW
Washington, DC 20526
USA

Tips on the Use of This List of Book Donors

The organizations listed here generously support Peace Corps Volunteers and local communities with donations of books and a variety of educational materials. Please look through the entire listing and then contact those groups that can best support the goals of the library with which you are associated.

Though the organizations listed offer certain services to Volunteers, many of them are voluntary groups with limited staff and resources. They may require special procedures or payment for shipping or other expenses in order to provide service. Consider the following information when formulating requests:

- Carefully read the description of what services each organization can provide. In most cases, groups cannot provide services that are not described.
- It may not always be possible to receive exactly the kind or quantity of materials desired. State your case clearly and well.
- Some sources collect, screen, and ship only high-quality, secondhand materials. Do not expect new books.
- Though some sources can distribute free books and periodicals from bountiful stores, most have limited resources and their supplies are limited.
- Other sources can provide materials only if small monetary donations are arranged by the requestor. Nonetheless, if the logistics are arranged with them beforehand, these groups can be very helpful.
- Some sources act as clearinghouses and connect requests to a donor group that is **most** apt to match the particular need. Hence, there may be a longer time lapse than expected between requesting and receiving.
- Some sources charge a fee, either for the books themselves or for postage and handling, or shipping. You are responsible for paying these charges. If you have **any** doubt about what the charges will be, contact the source before you place an order.
- Most of the following donor groups are **run** by volunteers who like to think their efforts **are** making a difference. Sound familiar? It pays to put your best foot forward in requesting their help and to show **your** appreciation when they provide assistance.
- Involve the people to whom you or your counterpart write. Tell them about the project, describe the school or community, **explain what** your role is, and emphasize the difference those books will make. Consider sending along photos.
- Before you mail your letter, re-read it. Is it couched as a request to a small, friendly group, or an order to a big business? The tone may make a difference in how the request is met.

Include the names of at least two other people (**e.g.**, co-worker, headmistress) who could receive the packages if one person is not **available** when the shipment arrives. Some

organizations have sent books only to have the packages returned months later with return postage due because the addressee was not there on the day of arrival.

- **When the order arrives, acknowledge it with thanks. This will help ensure future success if you, other Volunteers, your counterpart, or other community members order again.**
- **Although every precaution has been taken to ensure the accuracy of information in this list, please remember that the offers may be withdrawn or changed by the organizations at any time.**

Book Donations and the Peace Corps

The Peace Corps Office of Private Sector Initiatives (OPSI) is responsible for coordinating the acceptance of all gifts to the Peace Corps. Gift acceptance authority is subject to legal restrictions, which limit who can solicit gifts on behalf of the Peace Corps. ***Volunteers are not authorized to solicit book donations for the Peace Corps.*** Volunteers may contact book donor organizations and discuss possible donations, but if a donation is to happen, Volunteers **should** contact their country director (CD) before any book donation takes place. The CD will contact OPSI.

OPSI helps to facilitate in-kind donations to **Peace Corps posts**. OPSI coordinates with CDs, who have the authority to **accept** or reject donations. All donations must support Peace Corps programming. OPSI facilitates the signing of an in-kind donation agreement between the CD and the donor.

The Peace Corps cannot incur costs by accepting an in-kind donation. Thus, the donor has to pay for, or arrange payment for, shipping and any customs fees. Each in-kind donation agreement stipulates this. The books are shipped to the country director. Books can only be shipped after the agreement is signed.

OPSI has established agreements with some book donor organizations. **Book** donors that have signed "umbrella" agreements with the Peace Corps are listed in **Section A**. Country directors should still contact **OPSI** before beginning a book donation project with the donors listed in Section A, but a new agreement may not be necessary for each donation.

Section B includes book donors that have agreed to the terms of in-kind donations to the Peace Corps, but on a case-by-case basis. **Country** directors will need to sign an individual agreement for each donation. Country directors should contact OPSI, which will facilitate the signing of the agreement with the donor organization.

Section C lists book donors that **have agreed** to be listed in this publication, but do not have in-kind donation agreements with the Peace Corps. Volunteers should not contact the organizations listed in Section C to request donations on behalf of the Peace Corps. Volunteers are encouraged to work with counterparts to request books from these organizations. Counterparts may contact **these** organizations on **behalf of the local library**. **Shipments will be sent** directly to the counterpart or other designated host country national. Counterparts, or other representatives of the library, may also contact organizations listed in Sections **A** and **B** on **behalf** of their local library.

List of Sources

Section A

The Peace Corps Office of Private Sector Initiatives (OPSI) has established “umbrella” in-kind donation agreements with the donor organizations listed in Section A. It is not necessary to sign a new agreement for each donation.

To initiate a book donation from one of the organizations listed in Section A, contact your Peace Corps country director (CD). The CD will determine if the donation supports Peace Corps programming and will contact OPSI to verify the details of the current agreement with the donor. The book donations will be sent to the CD.

BOOKS FOR INTERNATIONAL GOODWILL (B.I.G.)

Geographic Areas of Operation

Native American reservations, various U.S. domestic community centers, Africa, Eastern Europe, the Middle East, and other areas of the world.

Publications Available

New and used primary, secondary, and college-level textbooks; and general reading for libraries.

Program Description/Services Available

Books for International Goodwill is always looking for recipients who can effectively handle a shipment of 20,000 books in a container. B.I.G. encourages recipients to develop distribution procedures for the **books** they **cannot** use.

While B.I.G. prefers to ship directly to a Rotary Club for distribution, they will work with an established school, library, or social welfare agency. They ask the recipient to:

- outline the needs (type of books they most need);
- develop a distribution plan;
- assure B.I.G. of their ability to clear a container through customs; and
- provide a brief follow-up report, preferably with pictures.

While B.I.G. does not require recipients to pay for port-to-port shipments, those able to share some of these costs will have their request moved higher on the list. A typical shipment will cost B.I.G. about \$3,500 in shipping costs and \$500 in supplies. Recipients are expected to take care of any in-country costs (customs clearance, storage, distribution), although B.I.G. can sometimes award small grants for this purpose. In order to get a firm cost, B.I.G. will need to know what port the shipment will go to.

At times, B.I.G. will send small shipments of 5–10 **boxes** of targeted books. Using this method the cost increases tenfold, but may be more appropriate. Boxes sent this way cost about \$50 each for a box of 25 to 30 books. Using this method, B.I.G. does expect the recipient to pay at least half the shipping costs. The **lead** time for a large shipment is usually about three months; small shipments can be sent out within a month.

Comments/Special Considerations

B.I.G. tries to make sure that all college texts are less than 10 years old and high school and elementary texts less than 15 years old. On the high school and elementary level, they do not send purely American oriented subjects (U.S. history, social studies, etc.).

Contact

Steve Frantzich, Professor

Address

Steve Frantzich, Professor
Department of Political Science
U.S. Naval Academy
589 McNair Road
Annapolis, MD 21402-5030
USA

Telecommunications

Telephone: 410.293.6865

Fax: 410.293.6876

Website: <http://www.big-books.org/>

DARIEN BOOK AID PLAN

Geographic Areas of Operation

Worldwide.

Publications Available

Subjects include: business, classics, grammar, fiction, literature, medicine, science, and textbooks in most subjects. Also, Readers *Digest* Condensed Books, **National** Geographic magazines, and children's and teen literature are provided. **Books** in Spanish and French are also available, but are less abundant.

Program Description/Publications Available

Darien **Book** Aid Plan is a community-supported organization staffed by volunteers who collect new and used books for shipment to libraries, teachers, and organizations both overseas and in the United States. It sends carefully screened and individually selected books in boxes, which are then put into postal service canvas mailbags (M-bags) for shipment.

Comments/Special Considerations

When requesting books from Darien Book Aid, please include the following information:

- that you are a Volunteer
- the project in which the books will be used and the reading grade level of students (in U.S. grading system equivalents)

Volunteers are notified by postcard when the books leave Darien. It may take from **two** to six months for the books to arrive. Please designate at least one alternative recipient.

After you receive the books, please send a thank-you letter or e-mail. If possible, send a photo of the book users. The letters are often used for publicity and in fundraising activities, which make the service possible.

Contact
Peggy Minnis

Address
Peace Corps Desk
Darien Book Aid Plan, Inc.
1926 Post Road
Darien, CT 06820
USA

Telecommunications
Telephone: 203.655.2777
E-mail: bookaid@aol.com
Website: <http://lldba.darien.org/>

Section B

The Peace Corps Office of Private Sector Initiatives (OPSI) has established in-kind donation arrangements with the donor organizations listed in Section B. The donors have agreed to the terms of in-kind donations to the Peace Corps on a case-by-case basis. It is necessary to sign a new agreement for each donation.

To initiate a book donation from one **of** the organizations listed in Section B, contact your Peace Corps country director (CD). The CD will determine if the donation supports Peace Corps programming and will contact OPSI. OPSI will facilitate the signing of an agreement with the donor organization. The book donations will be sent to the CD.

BOOKS FOR AFRICA (BFA)

Geographic Areas of Operation
Continent of Africa.

Publications Available

New and used **textbooks** for primary, secondary, and university libraries.

Program Description/Services Available

Books are shipped to indigenous African partners who distribute the **books** to libraries throughout their respective countries. Books for Africa ships 1.4 million books per year to 26 African countries. There is no cost for books; however, recipients are responsible for covering shipping costs. Recipients may partner with other organizations, such as Rotary International, to cover these costs.

Comments/Special Considerations

Book contributors should first review donation guidelines (available at www.booksforafrica.org) as they must receive prior approval before any books are accepted by BFA for consideration for shipping to Africa.

Note: Books for Africa cannot honor individual requests from schools or libraries for books **from** Peace Corps Volunteers. Books are sent 25,000 at a time in 20-foot sea containers; therefore, consideration can only be given if Peace Corps Volunteers can collaborate on a **national** level and have the funds to pay for shipping costs. In some cases where financial need can be demonstrated, BFA will provide matching funds **to** cover up to half the shipping costs.

Contact

Patrick Plonski, Executive Director

Address

Books for Africa
253 East 4th Street, Suite 200
Saint Paul, MN 55101
USA

Telecommunications

Telephone: 651.602.9844

Fax: 651.602.9848

E-mail: bfa@booksforafrica.org

Website: <http://www.booksforafrica.org/index.html>

THE BROTHER'S BROTHER FOUNDATION (BBF)

Geographic Areas of Operation

Developing countries in Africa, Asia, the Caribbean, Central and South America, and Eastern Europe.

Publications Available

New and lightly used primary, secondary, and college-level textbooks; professional medical books and journals and agricultural resources. Used books must be pre-approved by BBF. For used books to be considered, they must be in excellent condition (i.e., not written in, no pages missing, back and front covers attached, and no broken spines), have copyright dates less than 10 years old, and be on subjects not obtained through donations from publishers.

Program Description/Publications Available

Shipments are handled in 20- to 40-foot containers of 10,000 or 20,000 textbooks, respectively. Recipients must provide the funding for the shipment of books and they must also acquire duty-free entry from the appropriate government authority. All books must be stamped "NOT FOR RESALE," and must not be sold, bartered, or rented. All donated textbooks must be used by the ill, needy, and children. A specific letter stating the needs of the recipients is required.

Comments/Special Considerations

When requesting textbooks from BBF, send a very specific letter detailing the grade levels and number of texts needed for each level. If known, include specific titles **and/or** courses. Also send a description of the distribution system indicating who the recipients of the donated books will be. After the texts are received, BBF requires a letter acknowledging receipt and a distribution report.

Contact

Carol Taylor

Address

Brother's Brother Foundation
1200 Galveston Avenue
Pittsburgh, PA 15233
USA

Telecommunications

Phone: 412.237.2333

Fax: 412.321.3325

E-mail: mail@brothersbrother.org

Website: <http://www.brothersbrother.org/giftinkind.htm>

INTERNATIONAL BOOK PROJECT (IBP)

Geographic Areas of Operation

The United States, Eastern Europe and countries of the former Soviet Union, other developing countries.

Publications Available

New and used textbooks and library books, pre-primary through university level; also medical and nursing textbooks and journals. Encyclopedias, child and adult nonfiction and fiction books are sent overseas as well.

Program Description/Services Available

International Book Project **sends** books in shipments of 16 lbs. to 65 lbs. in canvas mailbags, pallet shipments of 800–1,000 lbs., and sea containers of 35,000 lbs.

IBP has 400,000 books in stock on hundreds of subjects and dozens of levels. Please give specific guidance on which books are needed. When you request books, tell IBP:

1. In what general subject areas you want books;
2. **At what** English reading level, in the U.S. system, the books should be; and
3. How many copies you need of each title.

(For example:

Grade 8 Algebra — 30 copies

Grades 1 through 6 picture story **books**—**one** copy of each title

College-level economics — five copies)

The books are free. The recipient or his or her contact must pay the shipping costs. Also, the Volunteer should contact IBP with the answers to the above questions. Shipping via **canvas** mailbag is currently \$3.00 per pound, and a minimum shipment is 15 lbs. Contact IBP regarding pallet and sea container shipments.

As forming international **friendships** between IBP's American volunteers and international book recipients is integral to the success of **IBP's** program, IBP insists that Volunteers **and/or** other recipients thank the donors whose contributions made their book shipments possible.

Comments/Special Considerations

It is imperative to inform IBP as soon as possible of **the** name, title, and address of the Peace Corps country director to whom books will be sent.

Contact

Ms. Eynda Jeffries, Executive Director

Address

International Book Project, Inc.

Van Meter Building

1440 Delaware Avenue

Lexington, KY 40505

USA

Telecommunications

Telephone: 1.859.254.6771 or 1.888.999.BOOK (2665)

Fax: 1.859.253.2293

E-mail: director@intlbookproject.org

Website: <http://www.intlbookproject.org/>

Section C

The book donors listed in Section C have agreed to be listed in **Sources of Donated Books**, but they do not have in-kind donation agreements with the Peace Corps. You are encouraged to work with your counterpart to request book donations from these organizations. Your counterpart may contact these organizations on behalf of the local library. Any book donations will not go through the Peace Corps; they will be sent directly to the counterpart or other designated host country national.

ASIA FOUNDATION'S BOOKS FOR ASIA

Geographic Areas of Operation

Afghanistan, Bangladesh, Cambodia, China, East Timor, Hong Kong, India, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Nepal, Pacific Island nations, Pakistan, Philippines, Sri Lanka, Taiwan, Thailand, Vietnam.

Publications Available

New and lightly used books in all educational subjects. Books must have a publication date within the last eight years (not more than one edition old). This is especially important in the fields of engineering, medicine, science, and social sciences. Classics of literature or social science may be excepted from this date range, but inquiries must first be made with Books for Asia staff. Certain materials and subjects are NOT accepted by Books for Asia. These include religious books that advocate a particular religious belief; all books printed in **any** language other than English, unless approved by **Books** for Asia; fiction such as "dime-store" novels, mysteries, romance; journals and magazines; photocopied compilations; abstracts and supplementary materials without accompanying texts, such as: lab manuals, study guides, teacher's editions, and workbooks. (Books for Asia can only accept these if they come with the text.)

Program **Description/Services** Available

Since 1954, Books for Asia has distributed nearly 40 million books, software programs, and other educational materials to more than 50,000 institutions in 40 countries.

Comments/Special Considerations

Books are requested from donors and allocated for shipment based on annual needs assessments completed by Asia Foundation's overseas **offices** in consultation with prospective recipients. The foundation's field office staff then work directly with local educators, librarians, and research professionals to identify and select materials from the book shipments for their institutions.

Books for Asia has a computerized inventory database that tracks every new book by title and quantity for each containerized shipment to Books for Asia offices in Afghanistan, Bangladesh, Cambodia, China, East Timor, Indonesia, Mongolia, Nepal, Pakistan, the Philippines, Sri Lanka, Thailand, and Vietnam. Each donated book is stamped "Gift of The Asia Foundation: Not for Resale," and recipient libraries officially acknowledge receipt of each volume. Local Asia Foundation **offices** follow up regularly to monitor recipient institutions to ensure donated materials address local needs, are well-maintained, and are made widely available.

NOTE: The Asia Foundation recommends that Peace Corps Volunteers and counterparts contact the local Asia Foundation **office** within the country where they work.

Contact
Gavin Tritt, Director, Books for Asia

Address
The Asia Foundation
Books for Asia Program
80 Elmira Street
San Francisco, CA 94124
USA

Telecommunications

Telephone: 415.656.8990

Fax: 415.468.8379

E-mail: booksforasia@asiafound.org

Website: <http://www.asiafoundation.org/Books/contact.html>

BOOK AID INTERNATIONAL

Geographic Areas of Operation

"Wherever the need is greatest"; mainly Africa and the Middle East.

Publications Available

New and nearly new books of universal relevance (i.e., books which are not too UK or European specific) in all subject areas and for all ages. **Book** Aid International provides fiction and nonfiction for children and adults as well as educational and professional **books** in a **wide** range of subjects and **levels**.

Program Description/Services Available

Book Aid International targets those in greatest need and each year provides more than 750,000 **books** to **support** literacy, education, training, and publishing in more than 40 of the poorest countries in the world.

Comments/Special Considerations

Book Aid International is only **able** to send a certain number of books a year. The following subject areas are urgently needed: children's books, vocational material, reference **books**, basic healthcare, **human** rights, and law student textbooks. For detailed donation guidelines by book genre visit www.bookaid.org.

Contact

Sara Harrity, *MBE*, Director

Address
Book Aid International
39-41 Coldharbour Lane
Camberwell
London SE5 9NR
United Kingdom

Telecommunications

Telephone: 44.0.20.7733.3577

Fax: 44.0.20.7978.8006

Website: <http://www.bookaid.org/cms.cgisite/index.htm>

BOOKS ABROAD

Geographic Areas of Operation

Developing countries worldwide.

Publications Available

New and lightly used school textbooks in all subjects, library books, atlases, dictionaries, and health books.

Program ***Description/Services*** Available

Books are mainly donated by local schools and North East of Scotland Library Service Libraries. Most of the work is carried out by volunteers although Books Abroad does have three part-time paid employees. Books Abroad sends carefully selected parcels weighing approximately 8 kgs. **each** approximately 50 books) directly to educational establishments overseas. Emphasis is placed on quality, good-condition books and of appropriate content for the institution involved, rather than quantity. Parcels are small enough to be carried to even the most remote sites without roads. Great efforts are made to respond to requests made by schools and other institutions, and when no appropriate books are available from Books Abroad's secondhand stock, **new** ones are purchased as funds permit. The parcels are wrapped in clear **polythene**, which speeds passage through customs.

Comments/Special Considerations

Books Abroad sends educational, library, and resource books for all ages to places of greatest need. Books Abroad's service is free. To ensure continuity of service, Books Abroad prefers to communicate with a person in authority in the requesting organization, after the initial contact has been made by a teacher or other staff person. This ensures a permanent link for feedback on service and of the arrival, condition, and suitability of the books received. Books Abroad usually includes a pack of books suitable as teachers' resources.

Contact

Judith Mitchell, Administrator

Address

Books Abroad
Unit 1
Richmond Avenue Industrial Estate
Rhynie
Huntley
Aberdeenshire
Scotland AB54 4HJ
United Kingdom

Telecommunications

Telephone: 44.0.1464.861446

Fax: 44.0.1464.861446

Website: <http://www.booksabroad.net>

BOOKS FOR THE BARRIOS, INC.

Geographic Areas of Operation
Philippines

Publications Available

Elementary and secondary textbooks, children's fiction and picture books, computers, science kits, toys and games, athletic equipment, and consumable school supplies.

Program Description/Services Available

Books for the Barrios is a volunteer organization that ships up to 15 tons of materials at a time to different areas of the Philippines.

Comments/Special Considerations

Due to *the* large size of shipments, individual requests cannot be honored except as part of an ongoing project to the requestor's particular locale. Individuals interested in acting as coordinators for large book shipments, however, should contact Books for the Barrios. Coordinators assist in identifying appropriate recipient schools, repacking books in smaller lots, and organizing distribution. Coordinators can identify shipment sponsors among local government officials and civic leaders. The program is eligible for available "country-wide development fund" support.

Contact

Nancy Harrington

Address

Books for the Barrios
2350 Suite D, Whitman Road
Concord, CA 94518
USA

Telecommunications

Telephone: 925.687.7701

Fax: 925.687.8298

E-mail: joinus@booksforthebarrios.com

Website: <http://www.booksforthebarrios.com/index.html>

BRIDGE TO ASIA

Geographic Areas of Operation
China, Southeast Asia (Cambodia, Vietnam)

Publications Available

New and lightly used books, journals, magazines, databases, reference books, and other educational materials.

Program Description/Services Available

Bridge to Asia is a 501(c)(3) nonprofit organizations (EIN: 94-3055124) based in San Francisco, California. Bridge to Asia solicits and accepts donations from individuals and organizations and

then ships materials to university libraries in China and Southeast Asia. To determine the need for materials, Bridge to Asia consults with ministries and institutions in the countries it serves. Most of the books accepted are university-level, but Bridge to Asia also ships various popular magazines.

Comments/Special Considerations

Bridge to Asia only has a limited ability to send materials to individuals and to organizations not part of the recipient universities' distribution system. Such requests often require personal attention and special shipping procedures. Bridge to Asia can still fulfill requests from individuals, but it may be several months before the books are sent out.

Contact

Newton X. Liu, Ph.D.

Address

Bridge to Asia
665 Grant Avenue
San Francisco, CA 94108-2430
USA

Telecommunications

Telephone: 415.678.2990
Fax: 415.678.2996
E-mail: asianet@bridge.org
Website: <http://www.bridge.org/>

**CANADIAN ORGANIZATION FOR DEVELOPMENT THROUGH EDUCATION
(CODE)**

Geographic Areas of Operation

Africa and the Caribbean region. Currently active in Belize, Ethiopia, Ghana, Guyana, Kenya, Malawi, Mali, Mozambique, Senegal, Tanzania, Zambia, and Zimbabwe.

Publications Available

New and lightly used textbooks, journals, reference books, and other educational materials.

Program Description/Services Available

CODE provides books that are distributed by partner organizations in CODE's program countries. The books provided by CODE are selected by the partner organizations from book lists that include a brief description of each title offered. The distributing organizations may levy a small membership fee to enable recipients to receive books. In some countries, CODE's programs are focused in a specific area and book distribution **may** be restricted to schools and libraries within that **zone**. Requests should be sent to the address listed below. Be sure to specify a country.

Comments/Special Considerations

Requestors have to apply to CODE's partner organizations to obtain books, not to the office in Ottawa. However, requestors may write to the Ottawa office to obtain the correct address for the partner organizations.

Contact

Al Turner at the International Book Bank (IBB), CODE's affiliate; see IBB address below.

Address

CODE
321 Chapel Street
Ottawa, Ontario K1N 7Z2
Canada

Telecommunications

Telephone: 410.362.0334 (IBB)
Telephone: 613.232.3569
Toll Free: 800.661.2633
Fax: 613.232.7435
E-mail: codehq@codecan.org
Website: <http://tlwww.codecan.org/>

THE DONOHUE GROUP, INC.

Geographic Areas of Operation

Central and Eastern Europe.

Publications Available

Reference *books* and subject collections.

Program Description/Services Available

The group solicits donations of current reference books and whole subject collections from closing or downsizing libraries for shipment to libraries in Central and Eastern Europe. The goal is to build library connections.

Comments/Special Considerations

1. Books and CD-ROM products only
2. Library to library connections
3. Funding requested to cover processing and shipping

Contact

Audra Zimmermann, Manager

Address

The Donohue Group, Inc.
185 Silas Deane Highway
Wethersfield, CT 06109
USA

Telecommunications

Telephone: 860.529.2938
Fax: 860.529.5849
E-mail: info@dgiinc.com
Website: <http://tlwww.dgiinc.com/home.htm>

INTERNATIONAL BOOK BANK (IBB)

Geographic Areas of Operation

Developing countries throughout the world.

Publications Available

New and lightly used textbooks, journals, reference books, and other educational materials.

Program Description/Services Available

IBB procures and ships donated books. Responsiveness to recipients' needs and requests is the basis of the **IBB Book Assistance Program**. Its Book List System is a computerized inventory and bibliographic control system that encourages recipients to select the most relevant and useful materials to meet their needs. Recipients make selections from the computerized lists provided by **IBB**.

Shipments usually consist of 20,000 books, which are packed and shipped in a sea container.

Comments/Special Considerations

Recipients must secure funding to cover **IBB**'s costs involved with procurement, processing, packing, and shipping. This funding may originate from grants, private donations, or sponsoring organizations.

Contacts

Brad *Vogt*, Executive Director; or
Al Turner, Associate Executive Director

Address

International **Book Bank**
2201 Eagle Street, Unit D
Baltimore, Maryland 21223
USA

Telecommunications

Telephone: 410.362.0334
Fax: 410.362.0336
E-mail: ibbusa@internationalbookbank.org
Website: <http://www.internationalbookbank.org/>

MEDICAL LIBRARY ASSOCIATION EXCHANGE SERVICE

Geographic Areas of Operation

Worldwide.

Publications Available

Bound *and* unbound journals in the health sciences.

Program Description/Services Available

Participation in this program is limited to institutional members of the Medical Library Association. Membership is open to established medical and health science libraries only.

The Exchange Service is a clearinghouse through which institutional members may find users for their duplicated materials and may, in return, obtain needed items at no charge or for the price of postage. The service does not handle the materials, but forwards lists of available items to participants in the program. Only listed items are available. For a complete listing of MLA's products and publications please contact MLA headquarters.

Comments/Special Considerations

Institutional dues are based on the number of journal publications a library has. Current dues are as follows:

1. Up to 199 subscriptions; \$175.00
2. 200-299 subscriptions: \$235.00
3. 300-599 subscriptions: \$285.00
4. 600-999 subscriptions: \$345.00
5. 1,000+ subscriptions: \$410.00

The receiving institution usually pays the postage. Payments must be made in U.S. dollars or a check drawn on a U.S. bank.

Contact

Tomi Gunn

Address

Medical Library Association
45 East Wacker Place, Suite 1900
Chicago, IL 60601-7246
USA

Telecommunications

Telephone: 312.419.9094
Fax: 312.419.8950
E-mail: info@mlahq.org
Website: <http://www.mlanet.org/>

PROJECT BOOKSHARE

Geographic Areas of Operation

The United States and developing countries throughout Africa, Asia, Europe, and Latin America.

Publications Available

Scientific publications, including college-level chemistry textbooks, reference books, and chemistry-related journals.

Program Description/Services Available

In 1984, the American Chemical Society launched an initiative to assist institutions that have a need for scientific publications. Project Bookshare, as the program has come to be known, is charged with collecting chemistry textbooks and back issues of journals from donors and making these materials available to libraries in selected small U.S. colleges and to university libraries in developing countries.

Comments/Special Considerations

Only chemistry degree-granting institutions may request service. Requesting institutions must cover all shipping costs. However, when possible, Project Bookshare staff try to match donors and recipient institutions to save time, **money**, repacking, and excessive handling.

Contact

Dr. J.C. Torio

Address

ACS Office of **International** Activities
American Chemical Society
1155 16th St., NW
Washington, DC 20036
USA

Telecommunications

Telephone: 202.872.4548

800.227.5558, x 4548

Fax: 202.872.6317

E-mail: j_torio@acs.org

Website:

<http://www.chemistry.org/portal/a/c/s/1/acsdisplay.html?DOC=international\bookshare.html>

PROJECT HANDCLASP

Geographic Areas of Operation

Africa along the Indian Ocean littoral, Central and South America, the Pacific, and Eastern Europe.

Publications Available

Educational, humanitarian and other goodwill materials donated by individuals, service and religious organizations, and American industry.

Program Description/Services Available

Project Handclasp accepts and transports materials overseas on a space-available basis in U.S. Navy ships. Materials are distributed directly to needy recipients by U.S. service personnel stationed in overseas areas or embarked in U.S. Navy ships that visit these areas.

Through the cooperation of numerous donors, Project Handclasp ships approximately 1 million pounds of charitable materials overseas annually each year.

Book shipments are dependent on the availability of cargo space on U.S. Navy ships and on favorable customs practices in ports in which the ships land. On normal **voyages**, pallets of textbooks will be off-loaded wherever there is someone in need to accept the shipment and when customs practices allow the import of such materials. Normally, the final destination of Project Handclasp **books** is indefinite until the books actually have been unloaded.

NOTE: Project Handclasp does not offer to donate books to specific individuals, but instead offers shipment for **books** donated from another party. Contact Commander M.C. Tevelson of Project Handclasp if shipment is needed.

Comments/Special Considerations

Potential donors must contact the director of Project Handclasp for specific criteria regarding the availability of space, packaging requirements, etc. for each donation. Materials approved for shipment **must** be delivered by the donor to the Project Handclasp warehouse in San Diego.

The recipient **must** arrange for pickup of materials when advised by the Project Handclasp coordinator in the overseas port.

Contact

Commander M.C. Tevelson, Director

Address

Project Handclasp
937 North Harbor Drive, Room 104
San Diego, CA 92132
USA

Telecommunications

Telephone: 619.532.1492

PROJECT HOPE

Geographic Areas of Operation

Worldwide.

Publications Available

Primarily medical, nursing, and allied health and other volumes; occasionally basic science, chemistry, physics, and biology texts.

Program Description/Services Available

Books are donated at no cost, upon request, to individuals associated with a professional institution; government, local, or federal indigenous agency; or other private voluntary organization. Books are sent with the understanding that they are not to be sold, but used by individuals working to improve medical and social conditions of the poor. **Recipients** agree to pay all shipping costs.

Comments/Special Considerations

An inventory catalog is available on request by contacting the individuals indicated below.

Contacts

Scott Crawford, Director of Gifts-in-Kind
Barbara Riggs, Administrative Assistant

Address

Project HOPE
International Headquarters

255 Carter Hall Lane
Millwood, Virginia 22646
USA

Telecommunications
Telephone: 540.837.2100
Fax: 540.837.1813
E-mail: webmaster@projecthope.org
Website: <http://www.mlanet.org/>

UNIVERSAL BOOK EFFORT (UNI-BOOK)

Geographic Areas of Operation

Presently active in Africa, India, and the Philippines, although worldwide requests are accepted from countries using English language texts.

Publications Available

Discarded textbooks from public schools and universities on various subjects, including business, grammar, math, and science; discarded books from various public libraries; new materials discarded from publishers for shipment overseas. All materials are in English.

Program Description/Services Available

UNI-BOOK is a small organization of volunteers. The goal is to create a partnership with schools, community libraries, and grass-roots organizations in developing countries (using English as a first or second language) to assist them in accessing educational materials. All **books** are shipped via **U.S.** postal service M-Bags and delivered to the recipient's mailing address unless prior arrangements have been made to coordinate shipments through an **agency** working in the country.

Comments/Special Considerations

Please notify UNI-BOOK as to subjects needed and reading levels of the readers (in U.S. grading system equivalents). If possible, send a syllabus to ensure receipt of relevant materials. After receiving the books, please send a thank-you letter and include photos of the recipients. The letters and photos are used for publicity and fundraising activities, which make the service possible.

Contacts

Rick Gates, Director;
Sandi Madison, Director

Address

Universal Book Effort
5620 Williams Lake Road
Deming, WA 98244
USA

Telecommunications

Telephone: 360.592.2382
Fax: 360.592.9042
E-mail: gates@az.com

WORLD BANK FAMILY NETWORK (WBFN) BOOK PROJECT

Geographic Areas of Operation

Developing countries worldwide.

Publications *Available*

Books on handicrafts, vocational **books**, reference books, dictionaries, atlases, encyclopedias (not older than 15 years), maps, charts, National Geographic books, picture books, stories, magazines (e.g., National Geographic and Discover), literature for K–12, books on HIV/AIDS, literature for English as a second language (ESL) students, materials for continuing education for adults, French and Spanish literature and textbooks.

Program Description/Services Available

WBFN Book Project receives, packs, and distributes donated books to educational institutions in developing countries. This work is done by volunteers who are **spouses/partners** of staff members or retirees of the World Bank group and the International Monetary Fund (IMF).

The work of the WBFN Book Project would not be possible without the efforts of distributors in developing countries. The distributor takes care of a container when it arrives at the port and is responsible for the logistics of ensuring that the books reach their destination, as well as for the reporting back to the **Book** Project.

The WBFN Book Project ships books only when an **institution/individual** is able to guarantee, in writing, that the institution or individual will become a distributor and be responsible for handling the shipment when it arrives at the port and for any costs related to customs, temporary storage, and inland **transportation**.

Distributors in the past have included Ministries of Education, nongovernmental organizations, World Bank staff and spouses posted to overseas country offices, as well as library boards and local book foundations. NOTE: The Book Project does not pay any handling fees, port charges, or any charges related to the cost of overland transport in the **recipient** country. **Those are the** responsibility of the distributor.

Shipments consist of approximately 24,000 books that fill 480 boxes and fit into a single 20-foot container. The books in the shipment are shared by as many as 50 institutions. WBFN averages four shipments a year. The World **Bank** covers all costs entailed in packing and shipping the books to the nearest port of entry for the destination country. In addition to these large shipments, WBFN sends out smaller ones. These shipments are usually about 6 to 20 boxes with each **box** holding up to 52 books each. Here, WBFN depends on people traveling to the country who are willing to take the boxes as part of their luggage or sponsors who are willing to pay for the shipping of the boxes from **WBFN's** office to the country.

On the day the shipment leaves **WBFN's** facility, a letter is sent to all recipients, notifying them of the sailing time, the expected date of arrival at the port, and the name and contact information for the distributor.

Contact

Josephine Barry, President

Address

WBFN Book Project
1818 H Street, NW
Room JB3-105
Washington, DC 20433
USA

Telecommunications

Telephone: 202.473.8960
Fax: 202.522.0301
E-mail: bookprojectwbfn@worldbank.org
Website: <http://wbfn.org>

