

# START A BOOK COLLECTION PROJECT

This option is an excellent choice for local community groups or volunteers who wish to follow the WOD model for an initial shipment, but develop and use their own volunteers and networks. Your group provides the books and the volunteer labor to sort and ship them.

Prior to shipment WOD officials assigned to your region will visit to ensure and supervise that all materials are same as indicated on the profoma invoice. WOD will be responsible for transport costs to be paid directly to the shipper. WOD will act as your advisor and agent, arrange for shipping, and provide all the necessary documentation, advising you on each step of the process.

## **The main requirements for producing your own shipment include:**

- Book Solicitation
- Warehouse Space
- Volunteers
- Book Processing
- Packing
- Shipping

## **Step-by-Step Process**

### **1. Book Solicitation**

Once you begin publicizing a book philanthropy program in your area, you should have little difficulty getting books donated. In fact, you may well find that that you establish and communicate to donors the criteria of physical condition, age and content for all donated books. Keep in mind that the need is for text and library reference books. It is not a good idea to solicit popular paperback books or most books from the general public (some reference books and National Geographic-type publications are exceptions.)

Your best sources of books are your local schools—both public and private, pre-school through university level. Don't forget technical colleges and libraries. It can be very expensive for schools and libraries to dispose of books in landfills and you can usually convince them to transport the books to your processing warehouse.

Book stores and publishers are also good sources for donated books. An added incentive for these sources to contribute books is the tax deduction they receive. As in the case of soliciting funds, your organization must have tax-exempt status, or the books will have to be donated to an organization that does, such as WOD.

### **2. Warehouse Space**

The warehouse space must afford easy access in the delivery of books to the warehouse site for processing and for final shipment. The average time frame to prepare one shipment of 25,000 books (depending on the number of volunteers) is four to six weeks. Any delay in the donation of necessary numbers of appropriate text and library books or in fund raising can, of course, extend this time frame accordingly. It is for this reason that a book collection project must be well-organized and financed when book collection and processing begin.

Warehouse space should allow for a holding area for the books as they arrive; an area to sort the books for quality and appropriateness; packing, cataloging, and organization of the books for shipment; and space for book discards to be recycled upon completion of the project. Keeping the areas as neat and tidy as possible will keep the warehouse owners/managers happy and assure that you will be welcomed back should you decide to do another book shipment project.

**NOTE:** *For recognized tax-exempt organizations, an added benefit is that warehouse owners can take a tax deduction for the donated warehouse space.*

### **3. Volunteers**

Members of your own organization may be your best source of volunteer help. The cause is worthy, the work is relatively easy, and the results are clearly visible. It has been the experience of WOD that private schools, public schools, college-level honor societies and library clubs are especially interested in book collection project.

Volunteers should have a clear understanding of the processing guidelines regarding quality and appropriateness of books. Not every book is suitable for a school or library in Africa, and good judgment must always be exercised.

Many community newspapers have a section where volunteer opportunities are listed. Be prepared to give persons who are interested in volunteering a clear picture of your expectations, time commitment required and time frame for the project. Designate a key person to direct the project to avoid any confusion on the part of funders or volunteers.

### **4. Book Processing**

Books sent to Africa will be used for many years and often serve as “goodwill ambassadors” for the United States. For that reason, only books of the highest caliber should be sent. Because transportation costs are high, it is better to discard questionable material or to contact WOD for advice prior to shipping any books. Based on WOD experience and practice, the three main criteria to apply are physical condition, age, and content.

#### ***Physical Condition:***

Books should be new or lightly used, complete, clean and durable; in other words, do not donate a book if it is:

- shabby
- soiled or torn in any way
- poorly bound
- marred by missing pages or serious misprints

#### ***Age***

Depending on the type of book, age can be an important factor in the evaluation process: Atlases should not be more than ten years old since earlier editions may not reflect the recent name changes of some countries.

Encyclopedias should be the most current edition. They are usually only reprinted every eight years. Older editions can be seriously out of date.

Educational textbooks should contain current and accurate information.

## **Content**

If a book has passed the previous two criteria, the content is examined. This is the most difficult area to screen since it requires sensitivity to the values of potential recipients. In evaluating the content, one should pay attention to the following:

### **Ethnocentrism:**

Many early history and geography textbooks, as well as books in the social sciences and anthropology reflect a European point of view that could easily perpetuate stereotypes about the "third world".

### **Religion:**

Books that propagate the views of a particular religion and would be used for evangelizing are not acceptable. However, books on comparative religion or on the history and philosophy of different religions are appropriate.

### **Magazines:**

The ONLY magazines WOD accepts are *National Geographics*, published in 1995 or newer.

The categories of books needed in Africa are listed by educational level as follows:

## **Primary Level Textbooks**

Science  
Arithmetic  
English (grammar, spelling, composition)  
Social Studies (World History, Geography)  
Music  
Creative and manual arts  
Educational games

## **Secondary Level Textbooks**

Science (Biology, Physics, Chemistry, Geology, etc)  
Mathematics (Algebra, Geometry, Calculus, Trigonometry, etc.)  
English (grammar, composition, writing skills)  
Literature  
Social Studies (World History, Geography)  
Psychology  
Music  
Creative and manual arts

## **Secondary Level Vocational Textbooks**

### **Vocational/Technical**

Automotive, Construction, Carpentry, Electricity, Masonry, Metal work, plumbing, Technical drawing, Welding, Wood-working

### **Business/Commercial**

Accounting, Bookkeeping, Business English, Economics, Computer Skills  
Agriculture

## **Post Secondary/University**

Business/Economics  
Political Science  
Sociology  
Psychology  
Statistics  
Law  
Comparative Law, Modern Legal Philosophy, Constitutional History and Theory, History of Private Law, Environmental Law, Industrial Property and Copyright Law, International Law

History  
Geography  
Sciences  
Business Administration  
Languages  
English as a Second Language, English, French, Linguistics

### **Arts/Journalism**

Architecture, Art, Music, Photography, Film-making, Journalism, Radio/TV

### **General Education**

Administration, Curriculum, Guidance, Measurement, Methods, Philosophy, Early Childhood, Primary, Secondary, Adult, Special Education—Mental, Physical, Emotional Disabilities, Learning Disabilities, Gifted Learners  
Library Sciences

### **Medicine and Health Sciences**

#### **Nursing**

Anatomy and Physiology/Human Biology, Administration and Management, Emergency First Aid, Nutrition/Dietetics, Pharmacology, Drug Addiction, Public Health

#### **Clinical Subjects/Surgical**

General Surgery, Neurosurgery, Obstetrics & Gynecology, Ophthalmology, Orthopedics, Urology

#### **Practice of Medicine, Related Fields**

Medical Jurisprudence, Forensic Medicine, Preventive Medicine, Research  
Basic and Clinical Disciplines Relating to Medicine and Surgery  
Biochemistry, Microbiology, Parasitology, Pathology, Radiology

### **General Reading**

This category includes literature, fiction, and non-fiction library books.

Basic Reading, ages 6 to 12

Intermediate Reading, ages 13 to 19

Advanced Reading, adults

Basic Reading for adults

### **Items in High Demand**

Encyclopedias (last 10 years, complete sets)

Dictionaries

Teaching Aids

## **5. Packing**

Books meeting the selection criteria should be packed in sturdy boxes that are not too large. Keep in mind that books are heavy and boxes that are too large are difficult to handle, both here as well as during distribution in Africa.

A good standard packing box is 18 to 19 inches long, 12 inches wide and 9 to 10 inches high. Multiple copies of books should be kept together, and each box should contain books on a single subject. In the case of single copies of a title, they should be packed and labeled as general library books. Each box must be labeled and should include the title or subject; grade level (Primary, Secondary, etc.); and the boxes should be numbered. This information should in turn be recorded on a master form, which will later become the packing list for the shipment of books.

Books should be packed tightly in each box to get the maximum use of space and for ease in stacking the boxes for shipment (do not over pack.) Each box should be taped securely on both the top and bottom. Once the box has been packed, labeled and catalogued, it should be set aside for shipping or placed directly on a wooden shipping pallet or skid.

## **6. Shipping**

An average 20-foot container of books will hold approximately 600 standard-size boxes of books, packed on 20 pallets. The total weight is 25,000 to 30,000 pounds.

A variety of shipping documents will be required. Under this option, WOD will attend to the complete and proper preparation of all needed paperwork. WOD will also arrange for shipper and recipient contact and will provide general counsel for all phases of the project.

