

# Sources of Donated Books



RE003

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# Information Collection and Exchange

The Peace Corps Information Collection and Exchange (ICE), a unit of the Office of Overseas Programming and Training Support (OPATS), 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 OPATS. It is distributed through the ICE unit. 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 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.

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# Sources of Donated Books

2008



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# Introduction

*Sources of Donated Books* [ICE No. RE003] is intended to help Peace Corps Volunteers and their counterparts identify organizations that might provide books and other educational materials for their communities. The services described for each organization listed in Section A apply specifically to Peace Corps Volunteers. The services and procedures for organizations listed in Section B apply to counterparts or other 'host country nationals 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. Please discard and recycle them.

NOTE: Inclusion of organizations, 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 business, child welfare, computer training, environment, nongovernmental organizations (NGO) 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?

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## Sources of Donated Books

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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 members?)

.....

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?

.....

## Sources of Donated Books

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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 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. M0082]**

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.

### ***Sources of Free Periodicals and Databases* [ICE No. RE007]**

This guide is compiled by Peace Corps ICE to provide Volunteers with information on accessing free periodicals, databases and CD-ROMs that can offer helpful information for primary and secondary projects. Both print and digital titles are included. Volunteers involved with library or resource center development will find this manual of particular value.

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 at [iceorders@peacecorps.gov](mailto:iceorders@peacecorps.gov). Briefly describe your library project and request 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 and other community members to write or record stories for inclusion in the library.

Obtaining books from non-local 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 spirit of doing no harm, assess the local availability of publications and publishers and the potential for local publishing. Be sure that an input of donated books from outside the country or community would not adversely affect publication and distribution of local publications. Focus, with your counterparts, on establishing the necessary local connections that will sustain the library in the future.

Establish a library collection development policy specifying the types of materials that would be most useful to your community's library. Compile a wish list of titles and categories of books and other materials needed to build the collection. It is important that you, your counterparts, and any donor organizations are very clear about the specific materials that would contribute to developing the library in your community.

If the library has been in existence for some time, remove outdated, unused, and worn-out books and periodicals. 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.

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)

## Sources of Donated Books

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- Professional organizations
- Schools, universities, and community organizations (civic groups, Girl Scouts, Boy Scouts, Rotary clubs, Chambers of Commerce, etc.)

Before contacting book donors, prepare a list of guidelines that will help you and the donors identify only the books or other materials that will be most useful. State the subject matter, reading level, and language of the publications 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”). Request 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.

***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 may appear 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 about sustainable library development or need additional copies of this publication, contact your IRC manager in the Peace Corps office in-country or write to ICE at:

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

**or  
iceorders@peacecorps.gov**



## 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 list and then contact those groups that can best support the goals of the library with which you are associated.

Many of the organizations listed 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 type 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.

.....

Some 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.

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## Sources of Donated Books

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Some sources act as clearinghouses and connect requests to a donor group that is most likely to match the particular need. Hence, there may be a longer time lapse than expected between requesting and receiving materials.

Some sources charge a fee, either for the books themselves, or for postage and handling, or for shipping. The requestor may be 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 or send an e-mail, re-read it. Is it phrased 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 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 organization(s) 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. However, if an organization wishes to make a donation to the Peace Corps, rather than directly to the community, 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 to the Peace Corps 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 must pay for, or arrange payment for, shipping and any customs fees associated with a donation. Each in-kind donation agreement stipulates this. Book donations are shipped to the country director. Books can only be shipped after the agreement is signed.

**Section A** 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 B** 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 B 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 community representatives, may also contact organizations listed in Section A on behalf of their community or local library.



# List of Sources

## Section A

The donor organizations listed in Section A have agreed to the terms of in-kind donations to the Peace Corps on a case-by-case basis. To initiate a book donation from one of the organizations listed in Section A, contact your Peace Corps country director. The CD will determine if the donation supports Peace Corps programming and will contact OPSI. OPSI will facilitate the signing of the in-kind agreement with the donor organization. The book donations will be sent to the CD.

You may also work with your counterpart(s) to request book donations from these organizations. Your counterpart(s) may contact these organizations directly on behalf of the local library. Any book donations requested by your counterpart(s) will not go through the Peace Corps; they will be sent directly to the counterpart(s) or other designated host country national(s).

### **AFRICAN LIBRARY PROJECT**

#### ***Geographic Areas of Operation***

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Botswana and Lesotho

#### ***Publications Available***

African Library Project sends gently used, English language, soft cover books which are collected through school book drives. Most of the publications available are for readers at the beginning through eighth-grade reading levels. Available resources include baby board books, children's picture books, early reader fiction and nonfiction, juvenile literature, children's encyclopedias, children's and adult dictionaries, recent atlases (after 1990), and textbooks in English, science, math and geography.

#### ***Program Description/Services Available***

African Library Project is an all-volunteer nonprofit that coordinates book drives in the U.S. to provide support to African school/community library projects that meet the following requirements:

- Local sponsorship—A mix of students, teachers and/or community leaders who are committed to sponsoring a community library.
- Facilities—There is a clean, dry, secure area with adequate shelving to display the books and with easy access to borrowers.

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- Leadership—One or more people can be counted on to organize the books into a library and to train others to maintain and operate the library.
- Borrowers—There is a community of beginning, intermediate and/or advanced English language readers who will actually use the library.

African Library Project is committed to creating sustainable libraries and is not just a source of books. If you meet the above criteria, African Library Project will welcome you as a partner in establishing or improving a small library. African Library Project staff members have been through what you are going through now and understand your challenges. Using evaluations and questionnaires, the African Library Project follows up with libraries to document project strengths and weaknesses. Librarians' best practices are then shared so Volunteers do not have to re-invent the wheel.

Please e-mail African Library Project the following information at [info@africanlibraryproject.org](mailto:info@africanlibraryproject.org).

- Where will the library be located? Name? Address?
- Whom will the library serve? How many readers do you expect?
- What kinds of books would be most useful? How many?
- An informal description of your community and any supporting materials you have available (e.g., personal stories, digital pictures) so African Library Project can promote book donations specifically for your community.
- Who in the community will actively support and staff the library?
- Include at least three “letters of request” from local leaders who have a stake in the library’s success. These stakeholders may include: chiefs or government officials, school principals, teachers, students or other interested citizens. Choose carefully, as these people will become the core of your library committee and continue the work after your close of service. Try to include both men and women. These letters may be sent via e-mail or standard mail.
- Your contact information in Africa (name, location, postal address, e-mail, phone if any, etc.)
- Your close of service date.
- Contact information for the local person(s) responsible for the library.

African Library Project will respond quickly. If your request for books is accepted, a likely sequence of events is

- African Library Project will send you a copy of *Setting Up and Running a School Library*. This is published by the VSO (British equivalent of the Peace Corps) specifically to help volunteers organize libraries in developing countries.
- You will develop a plan to start the library and will organize a library committee to help you fine-tune and implement the plan.
- African Library Project will organize and run book drives to collect your books over a two- to three-month period.
- African Library Project will send between 250-1,000 books, depending on the size of your reader population. Books are shipped via containers, 25-40 libraries at a time. Please notify your country director as soon as you establish contact with the African Library Project. The Peace Corps Office of Private Sector Initiatives (OPSI) will facilitate in-kind agreements between the African Library Project and country directors in Botswana and Lesotho. Books will be shipped to the Peace Corps office in your country.

### ***Comments/Special Considerations***

The best way for you to help the African Library Project is, of course, to create a small, sustainable library in your community. African Library Project understands your access to Internet service may be limited, but please complete all application and evaluation procedures to the best of your ability, as they are crucial to the organization's overall success. The African Library Project is still young, and welcomes your ideas and feedback.

**Contact:** Chris Bradshaw

### **Address:**

African Library Project  
5 Thistle Street  
Portola Valley CA 94028  
USA

### **Telecommunications:**

Telephone: 650.851.3640 Pacific Standard Time  
E-mail: [info@africanlibraryproject.org](mailto:info@africanlibraryproject.org)  
Website: <http://www.africanlibraryproject.org>

## **Sources of Donated Books**

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### **BOOKS FOR AFRICA (BFA)**

#### ***Geographic Areas of Operation***

Continent of Africa

#### ***Publications Available***

New and used textbooks, library books for primary, secondary and university libraries.

#### ***Program Description/Services Available***

Books For Africa (BFA) is a 501(c)(3) nonprofit based in St. Paul, Minnesota, with a mission of helping end the book famine in Africa. Since its founding in 1988, Books For Africa has distributed over 18 million books to children in 37 African nations.

BFA partners with indigenous nongovernmental organizations (NGOs) to receive and distribute books to schools and libraries in their regions where the need is greatest. The books are packed into 20-foot or 40-foot sea containers, carrying approximately 25,000 books or 35,000 books respectively, and are shipped to partners in Africa for distribution to local schools, universities, libraries, orphanages and adult literacy programs. Shipping and concurrent port clearance costs are paid by container recipients.

#### ***Comments/Special Considerations***

Book contributors should first review donation guidelines (available at [www.booksforafrica.org](http://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 shipped in 20-foot sea containers (approximately 25,000 books) or 40-foot containers (approximately 35,000 books); 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](mailto:bfa@booksforafrica.org)

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

**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, it will work with an established school, library, or social welfare agency. B.I.G. asks the recipient to:

- Outline the needs (type of books most needed).
- Develop a distribution plan.
- Assure B.I.G. of the ability to clear a container through customs.
- Provide a brief follow-up report, preferably with pictures.

B.I.G. gives priority to recipients able to pay for port-to-port shipments. 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. Postal rates result in a cost of approximately \$150 for a box of 25 to 30 books. Small shipment recipients are expected to pay shipping costs above the domestic mail rate. The lead time for a large shipment is usually about six months; small shipments can be sent out within a month.

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### ***Comments/Special Considerations***

B.I.G. tries to make sure all college texts are fewer than 10 years old and high school and elementary texts fewer than 15 years old. On the high school and elementary level, B.I.G. does 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  
E-mail: [frantzic@usna.edu](mailto:frantzic@usna.edu)  
Website: <http://www.big-books.org/>

## **BROTHER'S BROTHER FOUNDATION (BBF)**

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### ***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 are 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 fewer 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 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 targeted for use 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 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:**

Telephone: 412.237.2333  
Fax: 412.321.3325  
E-mail: [mail@brothersbrother.org](mailto:mail@brothersbrother.org)  
Website: <http://www.brothersbrother.org/giftinkind.htm>

**DARIEN BOOK AID PLAN**

***Geographic Areas of Operation***

Worldwide

***Publications Available***

Business, classics, grammar, fiction, literature, medicine, science, and textbooks in most subjects. Also, *Reader's Digest Condensed Books*, *National Geographic* magazines, and children's and teen literature are provided. Books in Spanish and French are also available, but 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 in the United States and in other countries. It sends carefully-screened and individually-selected books in boxes, via the most appropriate shipping method.

***Comments/Special Considerations***

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

- That you are a Peace Corps Volunteer.

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- The project in which the books will be used and the reading grade level of students (in U.S. grading system equivalents).
- Your close of service date.
- Your best mailing address for boxes.

Volunteers are notified by e-mail when the books leave Darien. It may take from two weeks to three months for the books to arrive. Please notify others at your site about the upcoming delivery, so they are not returned to Book Aid.

After you receive the books, please send a thank-you letter or an 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  
1926 Post Road  
Darien CT 06820  
USA

**Telecommunications:**

Telephone: 203.655.2777  
E-mail: [bookaid@aol.com](mailto:bookaid@aol.com)  
Website: <http://dba.darien.org/>

## **INTERNATIONAL BOOK PROJECT (IBP)**

### ***Geographic Areas of Operation***

Africa, Asia, Caribbean, Central America, Eastern Europe and countries of the former Soviet Union, South America, the Pacific Islands and the United States

### ***Publications Available***

New and used textbooks and library books, pre-primary through university level; also medical and nursing textbooks and journals. Books in Spanish are available. 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 35 pounds in small boxes through air mail, pallet shipments of 800–1,000 pounds, and sea containers of 35,000 pounds. 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:

- In what general subject areas you want books.
- At what English reading level, in the U.S. system, the books should be.
- How many copies you need of each title. (For example: Grade 8 Algebra—30 copies; Grades 1 through 6 picture storybooks—one copy of each title; College-level economics—five copies.)

The books are free. However, donations are requested to help fund shipping costs. IBP will work with requestors to contact and solicit donors. Also, the Volunteer should contact IBP with answers to the above questions. Shipping via air mail to Peace Corps Volunteers is preferred and a minimum shipment is 35 pounds. Contact IBP regarding pallet and sea container shipments. As the formation of 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:** Lynda Frazier

**Address:**

International Book Project  
Van Meter Building  
1440 Delaware Avenue  
Lexington KY 40505  
USA

**Telecommunications:**

Telephone: 859.254.6771 or 888.999.BOOK (2665)  
Fax: 859.253.2293  
E-mail: [ibpdirector@alltel.net](mailto:ibpdirector@alltel.net)  
Website: <http://www.internationalbookproject.org>



## Section B

The donors listed in Section B 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(s) to request book donations from these organizations. Your counterpart(s) may contact these organizations directly on behalf of the local library. Any book donations will not go through the Peace Corps; they will be sent directly to the counterpart(s) or other designated host country national(s).

### **ASIA FOUNDATION'S BOOKS FOR ASIA**

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#### ***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 and 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. 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 and 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 only accepts 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 works directly with local educators, librarians and research professionals to identify and select materials from the book shipments for their institutions.

## **Sources of Donated Books**

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Books for Asia has a computerized inventory database that tracks every new book by title and quantity for each container 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. If they are not able to do so, e-mail the United States office at [booksforasia@asiafound.org](mailto:booksforasia@asiafound.org) and your message will be forwarded to the relevant country office.

**Contact:** Gavin Tritt, director, Books for Asia

### **Address:**

The Asia Foundation  
Books for Asia Program  
2490 Verna Court  
San Leandro CA 94577  
USA

### **Telecommunications:**

Telephone: 510.667.6475  
Fax: 510.351.2602  
E-mail: [booksforasia@asiafound.org](mailto:booksforasia@asiafound.org)  
Website: <http://www.asiafoundation.org/Books/contact.html>

## **BOOK AID INTERNATIONAL**

### ***Geographic Areas of Operation***

Sub-Saharan Africa

### ***Publications Available***

New and nearly new books of universal relevance (i.e., books that 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 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 in high demand, so may be in short supply: children's books, vocational material, reference books, basic healthcare, human rights, and law student textbooks.

**Contact:** Clive Nettleton, 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.cgi/site/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. Books Abroad sends carefully selected parcels weighing approximately 18 pounds each (approximately 50 books) directly to educational establishments outside of the United Kingdom. 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 helps to speed passage through customs.

## **Sources of Donated Books**

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### ***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.**

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### ***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 “countrywide 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](mailto:joinus@booksforthebarrios.com)  
Website: <http://www.booksforthebarrios.com/index.html>

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**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 has only 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.

## **Sources of Donated Books**

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**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](mailto:asianet@bridge.org)  
Website: <http://www.bridge.org/>

### **DIANA'S BOOKS**

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***Geographic Areas of Operation***

Kenya, Philippines, the United States and Zambia

***Publications Available***

Diana's Books has a monthly electronic newsletter and a Freecycle list, which include listings of free books requiring good homes.

***Program Description/ Services Available***

The mission of Diana's Books is to rescue and reuse books. Book donations come from libraries, schools, churches, estates and individuals. Diana's Books partners with local government and for-profit organizations in multiproduct collection events. The primary means of raising funds is through online sales. With funds thus raised, books are shipped to international and local beneficiaries. Diana's Books is always seeking good homes for its books and media items.

**Contact:** Maryann Weber, executive administrator

**Address:**

Diana's Books  
10280 Orchard St  
Fairfax VA 22030-3017  
USA

**Telecommunications:**

Telephone: 703.352.0382  
E-mail: [dianasbooks@cox.net](mailto:dianasbooks@cox.net)  
Website: [www.dianasbooks.org](http://www.dianasbooks.org)

**THE DONOHUE GROUP, INC.**

***Geographic Areas of Operation***

Worldwide

***Publications Available***

Broad topical range of book materials, both fiction and nonfiction, appropriate for community/school libraries.

***Program Description/Services Available***

The group receives requests for library materials, preferably outlining a subject-area focus. The group attempts to match the requests with materials received as donations from local public libraries.

***Comments/Special Considerations***

- Requests filled as materials become available.
- Books only.
- Funding requested to cover processing and shipping.
- Cannot fill requests for multiple copies of books.
- May not be able to fill requests for specific titles/authors.

**Contact:** Audra Zimmermann, president

**Address:**

The Donohue Group Inc  
41 Mechanic Street  
Windsor CT 06095  
USA

**Telecommunications:**

E-mail: [info@dgiinc.com](mailto:info@dgiinc.com)  
Website: <http://www.dgiinc.com>

**ETHIOPIA READS**

***Geographic Areas of Operation***

Addis Ababa and Awassa, Ethiopia

***Publications Available***

Multilingual children's books in Amharic, Oromo, Sidamo and Tigrigna.

## **Sources of Donated Books**

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### ***Program Description/Services Available***

Ethiopia Reads' mission is to build a reading culture in Ethiopia by connecting children with books. This is done by creating libraries for children, publishing books in English as well as local Ethiopian languages, and training teachers and librarians to cultivate a love of reading among children.

### ***Comments/Special Considerations***

Ethiopia Reads provides books to nongovernmental organizations and other organizations working to promote literacy in Ethiopia. It asks for a fee of \$1 per book to cover production costs. Books may be picked up from Ethiopia Reads' main library in Addis Ababa.

**Contacts:** Laura Bond, director of U.S. operations

### **Address:**

Ethiopia Reads  
50 South Steele Street  
Suite 325  
Denver CO 80209  
USA

### **Telecommunications:**

Telephone: 303.468.8422  
Fax: 303.355.7190  
E-mail: [laura@ethiopiareads.org](mailto:laura@ethiopiareads.org)

## **INTERNATIONAL BOOK BANK (IBB)**

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### ***Geographic Areas of Operation***

Developing countries throughout the world

### ***Publications Available***

New and very lightly used textbooks (kindergarten through college), reference books, general interest books and other educational materials such as teacher kits.

### ***Program Description/Services Available***

The International Book Bank procures and ships donated books to qualified, nonprofit recipient organizations and agencies. Responsiveness to recipients' needs and requests is the basis of the program, with a computerized inventory system that encourages recipients to select relevant and useful materials that meet their needs. Some Spanish and French materials are occasionally available.

Shipments usually consist of 25,000-40,000 books (depending on the weight of the titles chosen), which are packed and shipped in 20-foot or 40-foot sea containers from the Port of Baltimore. It typically takes six to eight weeks for a shipment to reach its destination.

Books received through the International Book Bank must be distributed free of charge to children, the ill and the needy in developing countries outside the U.S. No cost-recovery fees or voluntary donations of any kind may be accepted in exchange for the donated books. The books and materials must be stamped with a “Donated Book” stamp that is provided by the International Book Bank.

***Comments/Special Considerations***

Recipients must secure funding to cover both shipping and the International Book Bank’s costs involved with book procurement, processing, warehousing, packing and shipping management. This funding may originate from grants, private donations or sponsoring organizations and agencies. Please inquire about current handling fee and shipping rates.

**Contact:**

Valerie Staats, executive director

**Address:**

International Book Bank  
Post Office Box 1662  
Baltimore Maryland 21203  
USA

**Telecommunications:**

Telephone: 410.685.BOOK (2665)  
Fax: 410.362.0336  
E-mail: [info@internationalbookbank.org](mailto:info@internationalbookbank.org)  
Website: <http://www.internationalbookbank.org/>

**PROJECT HANDCLASP**

***Geographic Areas of Operation***

Worldwide

***Publications Available***

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

## **Sources of Donated Books**

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### ***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 one million pounds of charitable materials overseas annually.

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 P.C. Brown, director, 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, California. The recipient must arrange for pickup of materials when advised by the Project Handclasp coordinator in the overseas port.

**Contact:** P.C. Brown, director, Project Handclasp

### **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 list is available on request by contacting Barbara Riggs, administrative assistant.

**Contacts:** Barbara Riggs, administrative assistant

**Address:**

Project HOPE  
International Headquarters  
255 Carter Hall Lane  
Millwood VA 22646  
USA

**Telecommunications:**

Telephone: 540.837.2100  
Fax: 540.837.1813  
E-mail: [briggs@projecthope.org](mailto:briggs@projecthope.org)  
Website: <http://www.projecthope.org/>

**SABRE FOUNDATION, INC.**

***Geographic Areas of Operation***

Croatia, Ghana, Indonesia, Iraq, Kenya, Lebanon, Liberia, Palestine, Sierra Leone, Tanzania, Uganda, Ukraine, Vietnam

***Publications Available***

New college, high school, elementary and preschool materials. Also medical and professional books, and academic monographs.

## **Sources of Donated Books**

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### ***Program Description/Services Available***

Sabre Foundation's Book Donation Program is valued by overseas nongovernmental organizations because of Sabre's steadfast adherence to the policy that when it comes to the educational needs of developing and transitional countries, indigenous organizations know best. The keystone of Sabre's book program is that it is demand-driven. Rather than trying to send as many books as possible, regardless of demonstrated need, Sabre gives its overseas partners the opportunity to select books and CD-ROMs from a detailed inventory, offering lists that are sent electronically. Only titles and quantities specifically requested by its partners are shipped by Sabre. Those titles are new, high-quality, up-to-date books selected by Sabre from the offerings made by donating publishers. In the selection process, Sabre's rule of thumb is that something which is of no value in the U.S. is usually equally worthless overseas. The schools, universities, libraries and individuals benefiting from Sabre's Book Donation Program are not regarded as the recipients of aid for whom "any book is better than no book at all." They are regarded instead as clients with limited resources.

### ***Comments/Special Considerations***

Sabre ships 20-foot and 40-foot ocean freight containers only.

**Contact:** Colin McCullough, book donation program manager

### **Address:**

Sabre Foundation Inc  
872 Massachusetts Avenue  
Suite 2-1  
Cambridge MA 02139  
USA

### **Telecommunications:**

Telephone: 617.868.3510  
Fax: 617.868.7916  
Email: colin@sabre.org  
Website: <http://www.sabre.org>

## **SKIPPING STONES**

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### ***Geographic Areas of Operation***

Worldwide

### ***Publications Available***

For more than a decade, Skipping Stones has donated books and back issues of *Skipping Stones* magazines all over the world. All kinds of books are donated: fiction and nonfiction, picture books, chapter books, juvenile novels, reference books, nature, multicultural works and folk tales.

***Program Description/Services Available***

*Skipping Stones*, an international, nonprofit, multicultural and nature awareness magazine, is now in its twentieth year. The magazine, published bimonthly during the U.S. school year, includes original writing, art and photography by all ages. This noncommercial, ad-free magazine welcomes your students' writing and art in English, as well as in all other languages.

***Comments/Special Considerations***

While the books and magazines are free, *Skipping Stones* asks that those requesting donations arrange for shipping and handling costs. With increased international postage for overseas shipments, it is not possible for *Skipping Stones* to cover the postage.

**Contacts:** Arun N. Toké, editor

**Address:**

Arun N Toké  
Editor  
Skipping Stones Magazine  
PO Box 3939  
Eugene OR 97403  
USA

**Telecommunications:**

Telephone: 541.342.4956  
Email: editor@SkippingStones.org  
Website: www.SkippingStones.org

**A THOUSAND BOOKS**

***Geographic Areas of Operation***

Romania

***Publications Available***

A Thousand Books provides used books targeted for primary and secondary school readership and general reading materials for libraries.

***Program Description/Services Available***

Books are gathered, inspected and transported by the most economical means possible to the requesting party. Because the books are randomly gathered, they are intended for the exercise of English skills rather than specific curriculum use. Books are forwarded to requestors with the trust that they will distribute and use the books using their best judgment in the field. Since 2004, A Thousand Books has sent almost 90,000 volumes.

## **Sources of Donated Books**

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### ***Comments/Special Considerations***

A Thousand Books' bylaws cite Romania as its prime country of service; however, due to its ample supply of books, it will provide them to any requestor who applies, providing the shipping costs are covered.

**Contact:** John Korst, director

### **Address:**

A Thousand Books  
4735 Lewis Place  
St Louis MO 63113  
USA

### **Telecommunications:**

Telephone: 314.255.9035  
Email: estielmo@yahoo.com  
Website: <http://www.athousandbooks.us/>

## **UNIVERSAL BOOK EFFORT (UNI-BOOK)**

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### ***Geographic Areas of Operation***

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; and 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 grassroots organizations in developing countries using English as a first or second language to assist them in accessing educational materials. All books are sent 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: 360.592.904  
E-mail: info@pondsedge.com

**THE WORLD BANK FAMILY NETWORK (WBFN) BOOK PROJECT**

*Geographic Areas of Operation*

Developing countries worldwide

*Publications Available*

The World Bank Family Network Book Project distributes new and used books covering math, science, literature, language and geography. The majority of books are in English; however, books in Spanish and French are available on occasion. Books related to religion and politics are never included in donations, unless they are specifically requested. Most textbooks are for ages 5-18 (approximately). Books are sorted into primary, intermediate and senior levels before they are shipped and a range of subjects is included for each school. The books sent are aimed at the age range in the receiving school. Universities have usually not been included for book donations; however, requests would be considered and, if the Book Project can get suitable textbooks, they might be sent out in smaller shipments.

*Program Description/Services Available*

The 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.

The work of the 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 reporting back to the Book Project.

## Sources of Donated Books

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The 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, Peace Corps Volunteers, 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 30,000 books that fill 500 boxes and fit into a single 40-foot container. The Book Project 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, the Book Project sends out smaller ones. These shipments are usually about 6 to 20 boxes with each box holding up to 52 books each. Here, the Book Project 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 the Book Project's office to the country.

On the day the shipment leaves the Book Project'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 Hicks, president

**Address:**

The WBFN Book Project  
1818 H Street NW  
MSN JB3-101  
Washington DC 20433  
USA

**Telecommunications:**

Telephone: 202.473.8960  
E-mail: [bookprojectwbfn@worldbank.org](mailto:bookprojectwbfn@worldbank.org)  
Website: <http://wbfn.org/>