



The Book Donation Charter.



FOUNDERS OF THE BOOKCHARTER

- Association des Bibliothécaires Français
- Biblionef
- Bibliothèque Nationale de France
- Culture et développement
- Direction du livre et de la lecture—Ministry of Culture and Communication of France
- France Edition
- La Joie par les Livres

SIGNATORIES TO THE BOOK CHARTER

Benin

- Projet d'Appui à la Lecture Publique et à l'Accès Documentaire du Bénin (ALPADB)
- Direction de la Bibliothèque Nationale du Bénin (DBN/CC)
- Acronym: "BENIN, ALPADB and DBN/MCC"

Burkina Faso

- Ministère de la Culture/Direction du livre et de la promotion littéraire

Cameroon

- Centrale de Lecture Publique

Central African Republic

- Projet Lecture Publique

Chad

- Réseau de lecture publique

Côte d'Ivoire

- Ministère de la Culture et de la Francophonie/Sous-Direction du livre et des médias
- Projet d'appui au développement culturel

Democratic Republic of the Congo

- Projet de Lecture Publique

France

- ADFP—Notre Librairie
- Association pour la Diffusion Internationale Francophone de Livres, Ouvrages et Revues (ADIFLOR)
- Banque Rhône-Alpes du livre/Grenoble
- Banque régionale du livre/Provence-Alpes Côte d’Azur/Cobiac
- Centre de Promotion du Livre de Jeunesse—Seine-Saint-Denis
- Chèque Lire
- Comité National de Solidarité Laïque
- Groupement des Retraités Éducateurs sans Frontières
- Haut Conseil de la Francophonie
- Ligue Française de l’Enseignement et de l’Education Permanente

Guinea

- Projet bibliothèques publiques—Coopération Franco-Guinéenne

Haiti

- Ministère de la Culture—Direction Nationale du Projet de Promotion du Livre et de la Lecture

Mali

- Opération Lecture Publique

Mauritania

- Département Bibliothèques d’Ecole/SASE/DEF/MEN

Niger

- Réseau de Lecture Publique du Niger

Senegal

- Ministère de la Culture/Direction du livre et de la lecture
- Association Bibliothèque Lecture Développement

Togo

- Projet de lecture publique/Division des bibliothèques et de la lecture publique

THE BOOK DONATION CHARTER

PART I: Definition of the programme

Article 1

The definition of any book donation programme shall have regard to the following general principles: knowing and involving the partner body in all the stages of the programme; preferring quality to quantity; expanding the knowledge of the readerships to be served; fostering the development of a culture of writing; and, in the case of donations of new books, cooperating to the greatest extent possible with publishers and booksellers in the two countries concerned; and contributing to the local production of books by supporting limited editions of works.

Article 2

Each book donation programme shall associate not individuals but two legal entities—a donor and a beneficiary—acting in partnership for the purposes of the transaction.

Article 3

The donation shall be made in response to a request by the partner entity on the basis of such information as it will have provided. The donor entity shall endeavour to be acquainted with its partner environment and its needs in regard to books. It shall enter into contact with the beneficiary entity, which will provide the donor with information relating to the premises where the books will be made available to readers, the types of potential users, and their needs and expectations in respect of reading and leisure activities. Its request shall be defined in a manner complementary with other institutions working to develop reading in the country concerned. If necessary, the beneficiary entity may call upon the services of professionals in reading (librarians, documentalists, booksellers) in order to formulate the request.

If, as in the case of a federation or a group, the beneficiary does not directly administer the use of the books, it shall provide the donor with a list of the user establishments (schools, libraries), their geographical location and the allocation of books among such establishments.

PART II—Supplying and Selecting Books

Article 4

It would be highly desirable if each donation could include a significant proportion of new books. To this end, the donor shall collaborate with the publishers and booksellers in its country and in that of the beneficiary for the purpose of obtaining the books on mutually acceptable business terms (in compliance with professional ethics). It could use *chèques Lire* or UNESCO's UNUM cheques.

Article 5

With respect to second-hand books, if the donor obtains its supplies from libraries or other institutions, it shall endeavour to specify the types of documents sought in order to guide its partners in the selection (of titles) and shall ensure that they are in very good condition.

Article 6

Whatever the form of supply chosen, the donor shall sort and select the works in cooperation with the beneficiary in order to adapt the choices to the needs of the target readerships to the greatest extent possible. However, it shall be for the beneficiary to make the final selection. As a major aspect of the donation programme, the selection of books is necessary on account of the respect due to the beneficiary and the need to limit the adverse consequences of inappropriate dispatches: unnecessary congestion of premises, and costs arising from transport, customs duties and the storing and handling of documents.

Article 7

When cooperating with the beneficiary entity, the donor shall use the method that it deems most suited to the context. It shall send a list presented by title available for dispatch, or by genre and class of books, by subject-matter for schoolbooks and scientific and technical books, or by field of knowledge in respect of encyclopaedic collections. For that purpose and to facilitate the selection of titles by the beneficiary, the donor shall place at its disposal the available bibliographic information.

Article 8

To assist the donor in selecting the works, the beneficiary shall provide it with information on the status of holdings, whether existing or planned, the shortages to be made up, the types of books needed, the quantity sought and particulars of other institutions existing in its environment and offering book loan and exchange facilities.

Article 9

In a spirit of true cultural cooperation, donors and beneficiaries shall ensure that the batches of books take into account the cultural identity of the target readerships, their general, scientific and technical information and leisure needs, and also the complementarity between the establishments and local entities.

PART III—Transporting and Taking Delivery of the Books**Article 10**

When the donation programme is executed by a redistribution entity, it would be advisable to mention the institution donating, the intermediary collecting and the end user.

Article 11

Before dispatching second-hand books, the donor entity should refrain from marking on the books such words as “discard”, which would be demeaning for the beneficiary.

Article 12

Before dispatching the books, the donor shall make sure in advance of the partner’s ability to take delivery of, process and distribute them. Failing such ability, the beneficiary shall endeavour, with or without the help of the donor, to create on a sustainable basis conditions conducive to the reception and distribution of the works concerned.

Article 13

Donors and beneficiaries shall separately take steps to enhance the awareness of the national authorities in order to secure exemption from or a reduction in customs duties, to ease formalities and to ensure customs control for the purpose of preventing illicit dealing.

Article 14

Should the need arise, donors and beneficiaries shall cooperate in training the people required not only to receive, classify and distribute the books but also to run the libraries.

Article 15

On a specific date that they will have set together, donors and beneficiaries shall jointly evaluate the suitability of the dispatches to the needs expressed and the various uses to be made of them locally. The evaluation procedure shall be established by mutual consent before the dispatch of the books.

Article 16

In general, it would be desirable to seek the partnership of local publishers in order to purchase books by local authors to be made available to readers.

Article 17

To help increase the presence of books through support for the local production of written material, particularly in remote rural centres, donors and beneficiaries could, in some cases, cooperate in order to equip such places with low-circulation production facilities for local information purposes.

Article 18

In a true spirit of partnership, donors and beneficiaries shall cooperate in order to promote awareness among their respective publics of the culture of others by means of promotional work concerning books, stories, music and the visual arts.

SAMPLE PARTNERSHIP AGREEMENT

between the Organizer of a Proposed Donation
(Association "X") and a Donor (Library "Y")

PREAMBLE

Between:
Association X, rue de la poste, Paris

of the one part, and:

Library Y
represented by

of the other part:

It being understood that a rational book donation policy conducted in the best possible conditions could contribute to the development of reading in the areas of Africa concerned and to international cultural exchanges;

It has been agreed as follows:

CONTENT OF THE PARTNERSHIP

Article 1

Library Y hereby pledges to cooperate with Association X for the development of reading in Africa.

Article 2

Such cooperation shall concern the supply of books and periodical collections, derived from holdings that have been "weeded" and duly discarded, to the book bank of Association X, which shall be responsible for dispatching them to libraries in African countries with the technical support of its team on the basis of requests from beneficiaries.

Optional

Cooperation shall also concern the granting of a subvention for the purchase of new books in order to supplement the batches of books.

(Continued)

THE ROLE OF THE LIBRARY

Article 3

National Library Y undertakes:

- a) to supply books either occasionally or regularly at no more than yearly intervals;
- b) to deliver to the storage site of the bank of Association X the books in sealed boxes whose contents shall be identified according to various categories: "youth" fiction, "youth" documents, "adult" fiction, "adult" documents; and
- c) to attach a list specifying the number of books provided in each of the four categories.

THE ROLE OF ASSOCIATION X

Article 4

Association X undertakes :

- a) to provide its technical assistance for sorting and selecting books and periodicals for its book bank;
- b) to provide information regularly, or upon request, on its activities and on the intended use of the books in Africa;
- c) to facilitate exchanges between donors and beneficiaries for libraries wishing to enter into a Franco-African inter-library twinning arrangement;
- d) to provide libraries with information needed to implement guidance and cultural activities for enhancing awareness of Africa and building up "African" holdings;
- e) Association X shall assume responsibility, and at its own expense, for dispatching books to African beneficiaries in accordance with the dispatch arrangement of its choice; and
- f) Association X pledges to mention the participation of Library Y in its communication documents.

(Continued)

OTHER FEATURES OF THE AGREEMENT

Library Y pledges not to provide Association X, under any circumstances, with books which are not in good condition (too damaged or due for pulp- ing). The labels with references and bar codes and the plastic covers shall be left in place.

Association X should have a workshop for processing books before their dispatch.

In accordance with the definition of Association X, the latter may provide the libraries and partner associations already twinned with a library in Africa, or active in the sphere of books and reading, with technical advice on optimizing their book dispatches and conducting evaluations. Furthermore, the libraries will be afforded access to the books in the book bank in order to supplement the dispatches to their African partner so far as available stocks permit and available and in line with the batches made up by the Association for its beneficiaries. In this connection, agreements on a case-by-case basis could be drawn up between these associations or libraries.

RENEWAL OR TERMINATION OF THE AGREEMENT

Article 5

The agreement is signed for a period of three years and may be renewed by the two partners.

Article 6

Failure to comply with the provisions of this agreement could entail full or partial termination of the cooperation herein specified.

Article 7

This agreement may be terminated by either party subject to prior notice of six months.

Done at..... On

The Representative

The Representative of Library Y