

## Library In A Box Kit Description:

When the first public lending library, the San Juan del Sur Biblioteca Móvil was first operating and successful, groups and individuals would ask how it was done and how they could do it also. This led to the formation of the Library in A Box Project. The system can be purchased at cost for around \$350. An application to be part of the program is available with specific guidelines built in. Approval provides for a seed collection of 100 books and mentoring as requested. Many service groups, church organizations, Peace Corps workers, and groups of individuals have purchased the system, received their seed collection and moved on to create thriving libraries within the HJH Program Library In A Box Recipient program of Libraries. Benefits include training time at the SJDS Biblioteca, materials and speakers to help promote funding, site visits by staff and volunteers, seminars, training programs, periodic donations of books for the price of the shipping and books available at cost.

A Library in a Box is a seed collection of 50-100 books, craft supplies and activities that correspond with some of the books and the following supplies needed to lend the books:

### **Supplies needed for in a Library In A Box set up.:**

- 1 actas book or ledger book
- 1 accession book or folder Books no longer available through library outlets
- 1000 # accession sheets- to record books & their information by number
- 500 labels 5160 (for spine labels)
- 250 Print or Write 1in by 3in
- 1 file card transfer case lid style
- 500 registration cards - Sample only Not included -printer provided
- 500 borrowers log cards - Sample only Not included -printer provided
- 500 library cards - 500/pkg
- 100 self adhesive laminate cards 100/pkg
- 500 pressure sensitive due date slips 500/pk
- 100 plastic library logo book bags
- 300 Notification Card
- Library name stamp ( not included)
- 100 informational bookmarks "how to keep the books from the library safe"
- Journal book for each project
- 2 plastic bins (cajas) to transport books.

\* This system should be repeated for each project and not be lumped together. Books allocated for a mobile project need their own book numbers and system.

**Information on the lending system:**

- Library cards
  - Blue cards are for public libraries
  - Yellow cards are for circulating/lending school libraries
  - Red cards are for Mobile Projects
- Borrower's Log Cards
  - Blue cards are for the public
  - Yellow cards are for schools
  - Green cards are for mobile projects

**Tips for the lending library system:**

- Actas books ( Nicaragua) can be used for mobile journals
- Mobile projects require a separate set of accession and borrowers journals
- Books allocated for a mobile project should be logged and numbered in their own accession book or data area if computerized
- New books that are duplicates of books in the stationary library system can be allocated the old number and the older book placed into the mobile collection. This is a good idea when projects are new and there is a question of the safety of the books.

**Tips for the mobile system:**

- A collection of toys, coloring supplies, and focal piece (play a game of hopscotch or bring bubbles) are recommended
- Use plastic tables and chairs and bring writing utensils for registration
- Try to find a tent
- Locate a battery operated radio or tape deck
- Bring water for employees and volunteers
- Discuss providing a small snack at some locations for the students

See [Initiating Lending Libraries](#) for protocols and policies.