READ Guidelines

1. Size of Library:

The READ supported libraries should possess minimum 3000 books and One or two office-staffs. The library should be utterly operated by the local community people.

2. Rural or Urban areas?

The READ aims to look after only the libraries only in the rural areas. Incase of metropolitan areas, READ analyzes the geological status and the assist that can provide and then determines whether to support a library for the area or not.

3. Library Name:

It is an essence for each READ supported library to entitle the word 'COMMUNITY' behind their name.

4. Sustainability:

Prior to accept the proposal of any community library, READ emphasizes and evaluates the sustainable project of the library. The sustainability project should be easy going and meet the expenditure of staff salary, stationery, newspapers and magazines, repairing and maintenance cost, and the replacement fund for the scheme itself. Their income source should be able to finance their different programs and campaigns. A straightforward narration on the sustainability project should be on hand to READ.

The must features of the sustainability project:

- It should not create negative impact on the ethnicity, religion, and environment etc. of the local areas.
- It should be simple to function as it is run by the management committee.
- It should not be expensive or require extensive investment.
- Its revenue ought to be Rs. 8000 per month.
- It must be consistent and enduring.
- .It ought to promote and facilitate the community development.

5. Public or Private?

READ aims to prop up only community or municipal libraries. It doesn't assist any private organizations, government libraries, schools, colleges for the establishment of their libraries but can positively give technical assistance for proper management of library and other ideas.

6. Management Committee and Representation:

The library committee must represent all the communities. The committee member ought to be appointed through the back up of students, teachers, staffs, businessmen, social servant etc. of the community and taking their opinions. The recognized representatives of the non-government organizations, schools or local government organizations within the V.D.C. can be appointed as a member or the adviser of the library committee. If any renowned personnel or organizations from any field want to stand by as a patron, it can be also operated in the similar manner. There must be at least 25% participation of women in the management committee.

7. Human and Democratic development:

READ is an organization that aims to develop education and literacy through libraries and promote human development and doesn't want libraries to be a part of battle of any political parties. Rather it wishes for libraries to stand as a pure education and community development center by the help of the political parties. Thus, READ is helping the people of rural areas build a strong democratic society and shape their secure future

8. Supports of other organizations:

The organizations must provide the commitment letter in regard to the support provided by them. In case of monetary support, the conformation letter of the support money already deposited in the bank account of the library must be on handed before signing on the agreement paper.

9. Limitation of support:

The range of monetary support provided by READ to the libraries depends on the present circumstances. READ may provide partial financial support and full financial support as well.

10. Community Participation:

The project proposal acceptance depends upon the participation of the community. The project proposals that consist of maximum community participation are highly emphasized. The communities from the rural areas and urban areas should give at least 15% and 25% financial support respectively for their libraries.

11. Relation with the local government:

The libraries must be established following the rules and regulations as set by the V.D.C. and D.D.C.

12. Registration and oblige:

Without the registration letter of a library from the Chief District Office, District Education Office or other relevant organizations, READ doesn't create any agreement with the library. Consequently the registration papers must have the registration letter.

13. READ: Donor or Supporter?

READ stands only as a supporter but more than as a donor. Therefore before presenting a proposal, the sources, relevant materials, etc. must be collected from any government, national or international organizations and any community. READ doesn't assist any libraries fiscally to supply staff salary, rent, land purchasing etc.

14. Support time and duration:

READ assists fiscally only for once to a library. However READ monitors had the library is implementing its function as per its goal and how much is it capable to facilitate the community and provides advise and training many times up to the 5-7 years from the library establishment date.

15. Selection Procedure:

READ has its own procedure for the selection of project proposals. READ analyzes if the proposals can be implemented practically or not, community's need and interest in it and other necessary things. READ staffs personally meet the community people and visit their place.

16. Proposal Acceptance:

It may take months or even years for the acceptance of the project proposal. The proposals presenting organizations are later on informed about the acceptance or rejection of their proposals through phone, fax, post office or any other mediums.

At last, READ is an Ngo established with the motive to serve any people or organization those are faithful toward our nation. The supporters and the donors of this organization wishes to see the monetary support provided by them being used fully and in wise manner. Therefore, READ accepts a proposal depending upon their priority, accessible resources and viability.

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