

FUNDACIÓN BIBLIOWORKS



BiblioWorks

Fortaleciendo comunidades a través de la lectura y educación

VOLUNTEER HANDBOOK

Table of Contents

Page

2.	Introduction (<i>welcome notes from directors</i>)
4.	BiblioWorks (<i>who? what? how? why?</i>)
5.	Volunteer Expectations (<i>what's in it for us</i>)
6.	Guidelines for Volunteers (<i>attitude and behaviour</i>)
8.	Volunteer Benefits (<i>what's in it for you</i>)
8.	Volunteer Activities (<i>things you will be doing</i>)
9.	Introduction to Bolivia (<i>a brief background</i>)
10.	Sucre and beyond (<i>things to see and do</i>)
11.	Essential Information (<i>stuff you need to know when you're here</i>)
12.	What happens in the Library and your role
13.	Appendices

Hello and Welcome to BiblioWorks! We are excited that you have chosen to work with us, promoting literacy and libraries in Bolivia, South America! When I first set off for the Peace Corps in 2003, I knew that the experience was going to change my life, but I never imagined in how many ways. Just living in Bolivia is a life-changing experience; learning a new culture, language, and rhythm in doing things. Being a Peace Corps volunteer taught me how important it is to give a portion of our busy lives to others. And I'm thrilled that you've made this decision as well, and especially that you've chosen our project to dedicate your time!

When my brother and I founded BiblioWorks together in the summer of 2005, it all began with one hope---to give books to children and teach them the love of reading! We're proud to say that during the past 5 years, we've been able to open 8 libraries and donate thousands of books to libraries, schools and organizations. But, aside from these very real successes of our project, it's the intangible aspect of our work that we love the most: seeing a child's eyes lights up when they open a book for the first time.

We invite you to slow down, enjoy your time in Bolivia, and find a new appreciation for the small things in life. I'm sure that after your time here, you'll see that Bolivia is a very special place in the world, and I hope you'll agree that BiblioWorks is a unique organization and that our work is vital to many communities and children.

Thanks again for your dedication and hard work....welcome!

Megan Sherar

President of BiblioWorks

Welcome to Bolivia and to Sucre! This is a wonderful place where you will have lots of great adventures and meet lots of amazing people and learn from the beautiful cultural traditions which exist here.

We are overjoyed that you have decided to work with BiblioWorks here in the department of Chuquisaca of which Sucre is the capital. Chuquisaca is the second poorest department in Bolivia and the children of the communities where we work will be eternally grateful for the help and fun you will bring to their lives. While we love taking new books and materials out to all of our libraries, the most valuable resource we have are our hands and hearts. Without human resources, our libraries will not be able to flourish and remain sustainable as the cultural learning centers we dream of creating. Putting smiles on children's faces is the number one job of volunteers and we hope you will learn as much from them as they from you.

I would like to welcome you to Sucre and thank you for your dedication and enthusiasm in making the world a better place. Education and literacy are powerful tools which have the amazing power to change the world for the better. With your help we will be able to improve the power of learning to the hundreds of children and teen-agers we work with in our libraries, making their future a benefit for the entire world.

I look forward to including you as part of our dedicated and professional team.

Matt Lynn

Latin American Project Coordinator

BiblioWorks

THE BIBLIOWORKS STORY

BiblioWorks is a non-profit organization spreading the joys of reading in rural Bolivia! Since 2005 we have built and equipped seven libraries in rural and impoverished areas of the beautiful central Bolivian countryside. BiblioWorks was started in 2005 by Megan Sherar and her brother Brendan Sherar of Asheville, NC. Megan, a Peace Corps volunteer at the time in a small village of 200 families, about two and half hours from the city of Sucre was asked over and over by her community to build a library. Enter brother, Brendan, CEO of the Asheville based company Biblio.com who ventured down to check out Megan's life in Bolivia and ended up falling in love with it, building a library in Megan's Peace Corps site and effectively starting BiblioWorks. After that first library in tiny Morado K'asa, Megan got proposals from several nearby communities for new libraries. After equipping and supporting the next library in Presto, a town close to Morado K'asa the rest is history and Biblio.com became the sole financier of seven library projects in five years.

Not only have we opened and equipped seven libraries, in Morado K'asa, Presto, Patacon, Yamparaéz, Tarabuco, Villa Serrano and Sopachuy, but we are working on making them all self-sustaining. In the past two years with our team here in Bolivia we have trained hundreds of librarians, teachers, students and other community members on the proper use of a public library. Our organization is dedicated to improving literacy and opening educational doors so that children and young people will have new opportunities to pursue studies and vocations which will allow them to serve their communities in order to develop strategies which will eliminate poverty. In rural Bolivia the concept of public libraries is relatively new, and most children and young people do not have the vital access to books and information they need to achieve success.

Currently we are working with the local government and educational authorities of the municipality of Tomina to open our eighth rural library! We plan on inaugurating the library in early 2011. With each new library and each new group of kids learning to and enjoying the world of reading, we get better and better. We are constantly learning how to implement and equip libraries and how to train librarians, library committees and teachers so that communities will truly benefit and be empowered through the work we do.

THE BIBLIOWORKS MISSION:

Biblio Charitable Works will strengthen the communities of rural Chuquisaca (central/southern Bolivia) offering its inhabitants sustainable libraries and community learning and meeting spaces adequate for the formation of positive reading habits, for promoting creativity and critical thinking and for the holistic well-being of each community. Our organization is dedicated to improving literacy and opening educational doors so that children and young people will have new opportunities to pursue studies and vocations which will allow them to serve their communities in order to develop strategies which will eliminate poverty.

VOLUNTEER EXPECTATIONS

We expect our volunteers to be dedicated and passionate about literacy and education and to believe in its power as a tool for sustainable development in small communities. While you are with BiblioWorks, we would like you to make a weekly schedule (of about 25 hours), with our help. This would include office and/or field tasks. We organize a team meeting every Monday morning starting at 9am. Due to our busy travel schedules, sometimes it is difficult for all of us to be in the office at the same time. However the Monday team meeting is a time to get together and put everybody on the same page, working for the same goals (plus we can get something yummy to eat)! We give a voice to everyone at the meeting to share what they have been working on, what plans they have and any new creative ideas that they may have.

All of our effort here at BiblioWorks is put into the libraries, making sure they are functioning properly, that they are being used, that local governments are supporting them and anything else that may become an issue in the libraries. Unfortunately, there is a lot of administrative and accounting work that goes into sustaining everything here. This is why we have divided our staff into our field staff and our office staff. Those of us on the office staff still like to head out to the libraries occasionally to see the smiles on the children's faces.

Office tasks include:

- Accounting, budgeting, planning, and allocating funds or expenditures for field staff and volunteers
- Making contacts with other organizations in Sucre, all over Bolivia and internationally (this includes everything from looking for material donations to being part of NGO network meetings here in Sucre.)
- Writing grant proposals (in Spanish and English) so that we can build more libraries and put more smiles on children's faces
- Managing the website and other social networking tools
- Revising field staff, volunteer and interns' plans for library work
- Organizing the team to work more affectively

Field tasks include:

- Regularly visiting each of the libraries to meet with local authorities (mayors, superintendents of education, school principals etc.)
- Organizing training sessions with librarians, library committees, teachers and children in all of the libraries and in the city of Sucre

- Designing unique activities according to each libraries' needs
- Writing grant proposals and revising the ones written in Spanish

As a volunteer with BiblioWorks you will be an important part of our team. We like to keep things close-knit and we all work together to strengthen the organization and each library. We expect you to do the same. You will also be expected, just as all staff, to turn in a monthly activities report of all you have done for BiblioWorks and plan in coordination and using an agreed upon planning strategy, with office staff or field staff depending on where you will be working. Our team is strong and we are proud of the work we have done. We hope you will become an integral part of it!

GUIDELINES FOR VOLUNTEERS

Policies and administration

BiblioWorks recognizes that a work environment free of harassment and hazardous conditions encourages its staff and volunteers towards greater productivity, creativity and professional satisfaction. Conduct or any work condition that substantially interferes with your own or another employee/volunteer's work performance or employment status or creates an intimidating, hostile or offensive work environment will not be tolerated. You should report any incidences you feel violate these basic ethical principles.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: BiblioWorks will recruit, train, promote, discipline, discharge, compensate and determine other terms and conditions of employment without regard to race, color, religion, gender, sexual orientation, age, marital status, national origin or disability.

CODE OF CONDUCT:

Volunteer responsibilities: You will agree to be courteous and respectful of all staff, visitors, other volunteers and all project beneficiaries such as librarians, teachers and children. You will agree to take care of BiblioWorks property, each library's property and any staff personal property.

Volunteer behavior:

- If you become aware of any potentially dangerous and/or illegal activity regarding weapons, drugs, alcohol, fights, property damage, theft, etc., or have information regarding such, you are requested to report it to the Project Coordinator.
- You are to maintain professional behaviors including refraining from profanity or vulgar language in the workplace.
- Damaging any BiblioWorks or library property, will not be tolerated. Depending on circumstances, a police report may be made and all value must be compensated.

- You are to treat everyone you encounter while on your BiblioWorks adventure fairly and with respect regardless of gender, size, race, ethnic origin, age, religion, political beliefs, sexual orientation, national origin, marital status, disability or economic status.

RECORDING WORK HOURS: Please remember to record the hours you have worked. We recognize the hard work and effort volunteers put into our organization. As a non-profit organization volunteer contributions help us grow and will help us receive further funding and other volunteers.

CHANGING YOUR ASSIGNMENT:

All of the volunteers and their work will be monitored by the Project Coordinator. If you feel you cannot complete the tasks assigned to you, you can discuss a change with the Coordinator. If you are looking for something different or in addition to your assignment please request a meeting with the Coordinator.

RESIGNATION: Please notify the Project Coordinator immediately of your resignation. We understand that life circumstances, interest and availability can change. Please let us know if you are unable to continue volunteering at BiblioWorks.

DISMISSAL: Dismissal occurs if the volunteer refuses to follow the guidelines set in the job description, does not abide by the code of conduct, or does not abide by any other policy or procedure listed in this and other volunteer information.



VOLUNTEER BENEFITS

While you serve as a volunteer with BiblioWorks, one of our main concerns will be to ensure your safety and happiness so that you will get the most out of your experience here in Bolivia. We are here to support you in your personal growth as you serve others, but this growth also depends on the effort you put into the work you will be doing. Bolivia is an amazing country, filled with beautiful natural landscapes and caring and generous people. One of our goals as an organization is for you to have the opportunity and the freedom to soak up Bolivian culture and get to know the Bolivian people as friends and colleagues. One of the main benefits of volunteering with us is that you will undoubtedly fall in love with this place and hopefully take that love back to your country of origin and be able to teach others about Bolivia and its importance in the world. So, take advantage of everything you are offered here in Bolivia, join people in their everyday lives and open your mind to new and exciting experiences. We know that you will have an amazing adventure which you will never forget. Some of the tangible benefits of being a volunteer at BiblioWorks are the following:

- A certificate of recognition upon completion of volunteer service
- Support from the BiblioWorks team in all projects and ideas you wish to implement in the library
- Freedom to carry out the activities you want to (within reason) in the libraries. We love new and creative ideas.
- Free internet in the office (to be used within reason)
- Help in finding suitable accommodations in Sucre and in the library towns
- An orientation package to Sucre

VOLUNTEER ACTIVITIES

Our organization loves having volunteers and we are open to giving each volunteer the freedom to choose the type of work they would like to do while in Bolivia. We realize that each person has different strengths they will be able to offer to the organization and will be staying

with us for only a short period of time. There are some things that we need help with more than others and our focus, especially for our volunteers, is on strengthening our rural library projects through innovative activities. The following is a brief list of possible work you could be doing working with BiblioWorks:

- Working in a library of your choice
- Working in the office making inventories of books
- Looking for places to donate/sell books
- Promoting BiblioWorks around the city of Sucre and around Bolivia
- Organizing activities to sell books, promote reading habits or any type of creative activity promoting our goals and objectives
- Looking for more local funding
- Traveling around Chuquisaca making contacts in municipal governments and district educational offices for possible new libraries
- Creating new games and activities to promote reading, and materials to be used in training settings
- Planning with project assistant on sustainability of libraries
- Organizing a cultural activity among all of the libraries to be held in the city of Sucre or in one of the libraries
- Working on the BW website
- Painting murals in the libraries (i.e. world maps, environmental murals, mural contests etc.)
- Helping recruit other volunteers to work in the libraries
- Creating reading clubs, eco clubs, music clubs, English clubs or any type of club in one of the libraries

Anything you feel you can add positively to BiblioWorks will be welcome. We are always open to new ideas and ways to improve!

INTRODUCTION TO BOLIVIA

A few facts about Bolivia:

- Area: 1,098,580 sq km (slightly less than three times the size of Montana)
- Population: 8,989,046 people
- GDP : 27.21 billion
- Poverty rates : 64%
- Literacy rates: 87.21%
- Administrative Divisions: 9 Departments—Beni, Chuquisaca, Cochabamba, La Paz, Oruro, Pando, Potosi, Santa Cruz, Tarija
- Religion: Roman Catholic 95%, Protestant (Evangelical Methodist) 5%
- Language: Spanish (official), Quechua (official), Aymara (official), Guarani (official)

Introduction to Bolivia:

Bolivia officially known as the **Plurinational State of Bolivia**, (Spanish: *Estado Plurinacional de Bolivia*) is a landlocked country in central South America. It is bordered by Brazil to the north and east, Paraguay and Argentina to the south, and Chile and Peru to the west.

Prior to European colonization, the Andean region of Bolivia was a part of the Inca Empire - the largest state in Pre-Columbian America. The Spanish Empire conquered the region in the 16th century. During most of the Spanish colonial period, this territory was called *Upper Peru* and was under the administration of the Viceroyalty of Peru, which included most of Spain's South American colonies. After declaring independence in 1809, 16 years of war followed before the establishment of the Republic, named for Simón Bolívar, on 6 August 1825. Bolivia has struggled through periods of political instability, dictatorships and economic woes.

Bolivia is a Democratic Republic that is divided into nine departments. Its geography is varied from the peaks of the Andes in the West, to the Eastern Lowlands, situated within the Amazon Basin. It is a developing country, with a Medium Human Development Index score, and a poverty level around 60%. Its main economic activities include agriculture, forestry, fishing, mining, and manufacturing goods such as textiles, clothing, refined metals, and refined petroleum. Bolivia is very wealthy in minerals, especially tin and silver.

The Bolivian population, estimated at 10 million, is multiethnic, including Amerindians, Mestizos, Europeans, Asians, and Africans. The main language spoken is Spanish, although the Aymara and Quechua languages are also common and all three, as well as 34 other indigenous languages, are official. The large number of different cultures within Bolivia has contributed greatly to a wide diversity in fields such as art, cuisine, literature, and music. With the current administration of Evo Morales, Bolivia's government has championed nationalization of foreign owned corporations and social justice as a way to deal with perceived widespread inequalities between the indigenous and *mestizo* populations.

SUCRE AND BEYOND

Sucre is one of the most beautiful cities in South America. The colonial architecture and white buildings set among the towering Andes make it a breathtaking and interesting city to live in and get to know. There are an endless amount of things to see and do and we hope you will be able to enjoy them all.

Attractions: There are many attractions both in the city and in surrounding areas. BiblioWorks is close friends with a tourist operator who can help you explore the city and surrounding area.

Shopping: You can pretty much get anything you need or forgot to bring here in Sucre. There are several supermarkets and farmer's markets here in the city. There is good shopping in Sucre for local textiles and silver from Potosi.



Food and Nightlife: There are myriad restaurants in Sucre which cater to “gringos.” There are also many good places to try local fare. The nightlife in Sucre is diverse and there are a lot of good bars and occasionally live music.

and there are always theater, dance and other art presentations. Also the city’s museums are among the best in the country.

Museums and cultural events: Sucre is known for being “la ciudad culta” of Bolivia

ESSENTIAL INFORMATION

Pharmacies: There are plenty of pharmacies in the city of Sucre, where you can get any prescription filled. There are not pharmacies out in the rural areas where our libraries are located, so be sure to take the necessary precautions if you will be working in one of the libraries.

Doctors and Dentists: There are also plenty doctors and dentists in the city and if you should need these services we will recommend a good doctor or dentist to you. There are local health clinics and doctors in the rural areas, should an emergency occur.

Crime: Crime in Bolivia is low, despite the high poverty levels. In the major cities, including Sucre pick pocketing and petty theft is relatively common. Violent theft is less common, however does exist. You should be careful to not visit red-zones, especially at nighttime and always be observant of your surroundings. Making smart decisions about where you go and what you do can prevent 90% of theft. Even though in the countryside there is little to no crime, these suggestions should be used wherever you are. People are nice and friendly, but it is always a good idea not to talk to strangers who want to talk to you. More than likely it will be part of some sort of scam routine. Be careful and use common sense and you will have a wonderful and safe experience here.

Roads and transportation: Bolivians transport themselves in all kinds of transportation and on all kinds of roads. In our opinion travel is a much bigger safety concern than crime. Again use common sense and be careful. When traveling out to the libraries look for the best buses and it is always better and safer to travel in the daytime, if possible.

Climate: Sucre is high in the mountains and the climate is changeable. It is normally moderate, but can get cold at night and when it rains. Due to the unpredictability of the weather here, it is always good to carry a warm jacket with you at all times. The climate in the libraries varies. Some are in semi-tropical valleys and some are even higher and colder than Sucre. Bring a variety of warm and chilly weather clothing, which you will be comfortable with in the case of all types of weather.

WHAT HAPPENS IN THE LIBRARY AND YOUR ROLE

Our goal is to give libraries and cultural spaces to communities where no library has existed before. We want you to have fun as a volunteer. Bolivian children are beautiful and fun. They are eager to learn and read and do new and creative activities. Part of our mission is to recruit, not only volunteers, but creative and innovative volunteers. The doors to our offices and our libraries are open for you to plan and design new projects which will quench the thirst of the children who attend the libraries. Fun and/or new projects for the children, who normally range in age from 5 to 17 years old, that involve art, theater, crafts, puppets, music, origami or dance are always welcome. We want the people in each town where we have a library to feel that the library space is theirs, which is why we give them the freedom to choose how to use the library. The Bolivian countryside, where we work, is full of amazing indigenous cultural traditions and another pillar of our goals is to support the rich culture through activities in the libraries which celebrate and support it.

What results do we want to see in each library?

We realize you will only be here a short time and it is hard to make a significant impact in a few months. However we do expect and hope that the activities you carry out in each library and here in our Sucre office will be well planned so they will have a lasting impact and can be continued after you are gone.

The main objective in all of the work we do here in the city and in our rural libraries is to increase the number of people who go to each library every day. This is achieved through a variety of channels and helps us come one step closer to the sustainability of each library.

APPENDICES

- i. Volunteer wish list
- ii. Administrative details (time sheets, per-diem requests, monthly reporting and all that good stuff)
- iii. A brief description of each of the BiblioWorks libraries and staff
- iv. Bolivian Spanish guide
- v. Visa preparations
- vi. Helpful media tools about Bolivia and BiblioWorks (websites, books, movies etc.)

Appendix I

Volunteer Wish List: Things you could bring to Bolivia with you to help out in the libraries

BOOKS

Hardcover Children's Picture Books in Spanish or Bilingual (Spanish/English)

LIBRARY MATERIALS

Clear Book Binding Tape for repairing books

Long Arm Stapler for stapling books or pamphlets

Stapler

Staples

File Folders

Envelopes, Large and Small

Paper Clips

Duct Tape

Scotch Tape

Rubber Bands

Children's Safety Scissors

Sharp Scissors

Glue

Single Hole Punch

Pencil Sharpener

Golf Pencils

Rulers

Markers in all colors

Fine point permanent markers, sharpies

Highlighters

ART SUPPLIES

Good Glue Guns and Glue Sticks
Washable Markers in different colors
Pipe Cleaners, Thick and Thin
Colorful Fabric Pieces
Felt Pieces
Sewing materials - Thread and Needles, Little sewing kits
Embroidery thread
Sharp Fabric Scissors
Feathers
Wool
Pompoms
Googly eyes
Acrylic Paints in little bottles
Paint Brushes
Water color paints

BOARD GAMES

Bingo/Lotteria
Chess Sets
Connect 4
Sorry
Guess Who
Concentration
Lincoln Logs - mega blocks
Legos for young children
Jacks

GAMES/IDEAS FOR TEACHING SPANISH OR ENGLISH

A GLOBE OF THE WORLD

MAP OF THE WORLD

MAPS FROM EVERYWHERE

COLORFUL POSTERS

BASIC TOOL KIT

Staple gun and staples
Screw gun
Hammer
Screwdrivers
Drill

Sharp Handsaw
Chisel

Appendix II

Sample administrative forms

1. Time sheet



SOLICITUD DE VIATICOS: VIAJES A BIBLIOTECAS

Fecha: _____

Nombre: _____

Biblioteca	Unidad	Cantidad	Precio Unitario (Bs.)	Total (Bs.)	Motivo de viaje
"Virgen de Guadalupe" de Yamparaéz	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				
Municipal de Tarabuco	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				
"Villa Zamora" de Morado K'asa	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				
"14 de enero" de Presto	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				
"Khiskaluru" de Tomina	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				
Municipal de Villa Serrano	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				
"San Pablo" de Sopachuy	Taxis				
	Pasajes				
	Alimentación				
	Alojamiento				
	Otro:				

TOTAL **0,00**

Mateo Lynn Coordinador de Proyectos	SELLO DE RECEPCIÓN
---	---------------------------

3. Monthly report format (just an idea which can always be improved)

INFORME MENSUAL DE ACTIVIDADES

A: *Mateo Lynn*

COORDINADOR DE PROYECTOS

De: *Volunteer guy or girl*

SUPER VOLUNTARIO

Ref.: *Informe de avance de actividades*

Del 4 al 31 de enero

Fecha: *31 de enero*

Lugar: *Sucre, Bolivia.*

I.- Introducción.-

El proceso de enseñanza - aprendizaje en las unidades educativas de gran parte de las comunidades rurales de Bolivia no promueve el desarrollo integral de niños, niñas y jóvenes como sujetos críticos y creativos. Los hábitos de lectura creativa en niños, niñas y jóvenes son escasos e inexistentes, si a esto se suma que no se cuenta con materiales bibliográficos e infraestructura de ambientes adecuados para su consulta, la posibilidad de lograr sujetos críticos se reduce, en este sentido BiblioWorks, pretende fomentar hábitos de lectura interactivos e innovadores en niños, niñas y jóvenes de las comunidades rurales de Municipios del Departamento de Chuquisaca, a través del establecimiento o mejoramiento de las bibliotecas en las capitales de Municipio; la capacitación de diversos grupos sociales de la comunidad sobre el manejo y participación de una biblioteca; el promover el acceso y uso de material bibliográfico de parte de los usuarios y usuarias.

II.- Objetivos mensuales.-

III.- Principales actividades desarrolladas en las bibliotecas.-

Biblioteca	Actividades	Logros	Dificultades

IV.- Lecciones aprendidas

VI.- Conclusiones

Volunteer girl or guy

SUPER VOLUNTARIO

Appendix III

The BiblioWorks libraries and staff

Libraries:

Morado K'asa Biblioteca "Villa Zamora"- Morado K'asa was the first library BiblioWorks implemented. The tiny community of Morado K'asa is home to approximately 200 families. The town is very traditional and all of the people speak Quechua as their first language. The towns' young people requested a library and a space to be able to meet and do fun things. The Peace Corps volunteer in Morado K'asa at the time, Megan Sherar, was able to arrange for her brother to visit the town. He fell in love with the people and the place and decided that his company, Biblio.com, would finance the library for the town. The townspeople built the library and the furniture with their own hands and Biblio.com purchased books, games, computers and other materials to equip the library with.

Currently the Morado K'asa library still functions after five years. Don Dario is the librarian and works voluntarily. The youth group is still strong and with the help of BiblioWorks organizes community service activities both in and outside of the library.

Presto Biblioteca "14 de enero"- Presto is 15 kilometers from Morado K'asa. When the people in Morado began building their library, the mayor of the tiny town of Presto became interested. He approached Megan to discuss the possibilities of implementing a library in his town. Presto has the advantage of being a municipal capital and while Megan was interested in working there, she didn't know how to fund it. Again, enter brother Brendan who with the Board of Directors of Biblio.com decided to officially establish Biblio Charitable Works Inc. in order to implement the library in Presto.

Currently the library in Presto is still functioning and is in an enormous, perfect space on the main plaza of the beautiful town of Presto.

Yamparáez Biblioteca "Virgen de Guadalupe"- Yamparáez is about a 25 minute drive from the city of Sucre on a high cold "pampa". Even though the town is normally cold, the people there are warm. The library in Yampa was opened in early 2007 and since then has been one of our strongest libraries. The teachers love using the library as a teaching tool and kids love having a place that they can call their own.

In each library we organize a volunteer library committee of people who are dedicated to supporting the activities of the library. Yamparáez definitely wins the prize for best library committee. The group of people supporting the library out there is incredibly hard working and truly wants to see their community grow and strengthen.

Villa Serrano Biblioteca "Municipal"- Villa Serrano is approximately six hours by bus from Sucre. It is a beautiful town and the largest town where BiblioWorks has a library. The library is in a large space that was formerly used as a Fine Arts school. The traditional dance and music of Villa Serrano are very colorful and lively and are an important part of the culture out there.

Since the beginning of the municipal library in Villa Serrano, thanks the initiative of the Peace Corps volunteer Sarah Elgen, the town and municipal authorities have supported the library. The librarian is a teacher and is warm and friendly while helping out the children with the homework or finding a good book to read.

Sopachuy Biblioteca “San Pablo”- Sopachuy is a picturesque town with high verdant mountains and two amazing rivers. The library there was requested by the mayor and the superintendent of education. The teachers have been involved in the library since before its opening. When the library was once closed for a week for inventory and cleanup, children and teenagers went to the mayor’s office to complain.

The space for the library is extremely small and we would love to be able to find another space to hold the sixty plus children, young adults and teachers who attend every day. Sopachuy is one of our youngest libraries, but one of our best.

Tarabuco Biblioteca “Municipal”- The opening of the Municipal library in Tarabuco made it the second BiblioWorks library in the Tarabuco municipality (Morado K’asa being the other). While local authorities worked with BiblioWorks to assist in the opening of the library, they quickly withdrew their support. There was a lot of convincing to do to the mayor who was more concerned with projects focusing on agriculture and production rather than education.

BiblioWorks and a few local teachers put in a lot of blood, sweat and tears in Tarabuco. Now, with a new and motivated librarian it is on its way to being a great library. There is a daily average attendance of 80 children and teenagers and the mayor’s office has been supportive purchasing books, a computer, a new desk for the librarian and other necessary materials.

Tomina Biblioteca “Khiskaluru”- Tomina is the newest BiblioWorks project, begun in mid-2010. We have been working hard this year, making contacts in Tomina and forming a strong library committee. The teachers and children of Tomina are very excited about the new library. We plan on inaugurating the library in February of 2011 when classes begin in Bolivia after summer vacations.

Khiskaluru is a Quechua word which refers to a type of cactus that only grows in and around Tomina. The legend has it that before there were people there, the land was only inhabited by the khiskaluru. The people of Tomina are said to be born of this cactus. We look forward to working with the people of Tomina to create yet another wonderful rural/public library.

Key Staff bios:

Project Coordinator: Matthew Lynn



Matthew, Matt or Mateo Lynn is originally from Columbia, S.C. in the U.S. but has been on the road traveling the world for a few years now. He came to Bolivia in 2005 as a Peace Corps volunteer. His service in an orphanage of 120 kids in the rural town of Aiquile changed him and opened his eyes in ways he never thought possible. He fell in love with Bolivia and after his Peace Corps service decided he was not ready to leave. During his service Megan and Matt collaborated on a few projects and when Megan was ready to leave Bolivia she approached Matt about taking on the job as Project Coordinator. He has been working with BiblioWorks since early 2008. Matt loves music, playing guitar, being outdoors and playing with his dogs Poncho and Chewi.

Library Trainer and Field Staff Leader: Maritza Valdez



Maritza Valdez is originally from Camargo a town south of the city of Sucre near Tarija. She is a professional in education and has been working for BiblioWorks since 2008. She has trained all of our librarians, library committee members and teachers in the proper use of a public library. Maritza is happy and loves to laugh and talk to people. Maritza is married and has two beautiful children, Mateo and Adrian. She is dedicated to the libraries and to giving the children of the countryside a better opportunity for the future.

Library Trainer: Roxana Guzman



Roxana Gúzman is from Villa Serrano, one of the towns where BiblioWorks has a library. Roxana completed her last year at university working as an intern with BiblioWorks in 2010. She is now a professional psychologist and will be working here with us next year. We are very excited for her to form a part of our team. She loves reading and motivating children to read more. Her passion is teaching and working with children. Wherever she goes, Roxana transmits a positive spirit. We hope she will learn a lot and that we will all learn a lot from her in her first year working with BiblioWorks.

Board of Directors President: Megan Sherar



Megan Sherar is from Asheville, NC in the U.S. She came to Bolivia in 2003 as a Peace Corps volunteer and stayed for six years. She is married to Henry Padilla who is from Sucre and also forms part of our Board of Directors. She served in the tiny town of Morado K'asa as an agricultural volunteer. From her unforgettable memories there as a volunteer and after BiblioWorks was born. She has recently returned to the U.S. to begin another chapter of her life, but she is dedicated to BiblioWorks and the people of Morado K'asa still live in her heart. She is an extremely organized person and a hard worker dedicated to making the world a better place for everyone. She loves to dance, read and hang out with good friends.

Appendix IV

Bolivian Spanish guide

Bolivians generally speak Spanish slowly and clearly when compared to other South American Spanish speaking countries. However, their vocabulary may be different from that which most are accustomed to. We will provide you with common slang, important phrases and the most drastic vocabulary changes that a volunteer might encounter. Some Bolivians, especially in rural regions, tend to pronounce the sound 'rr' as 'ja'. For example Roberto would be pronounced 'jo-berto' or perro would be pronounced 'pejo'. In addition, the word vos is used in place of tu; however in Bolivia they don't conjugate the verb into the vos form as they do in most South American countries. An example is the following, "¿Cómo estás vos?" or "¿Y vos, qué tienes?" Quechua is also a dominant language in the Sucre region. In the city, Spanish or castellano is the overriding language, but most people understand and/or can communicate in Quechua as well. When walking in the streets it is normal to hear as much Quechua spoken as Spanish. When in the rural areas, Quechua is the principal language; most native Quechua speakers either speak fluently or have a basic understanding of Spanish, so it usually isn't that big of a problem. Quechua sounds nothing like Spanish, nor does it have a similar grammatical structure, so those interested in taking Quechua courses are encouraged to do so and the BiblioWorks team can assist them in finding a class.

These are things you are likely to need to say while working in one of the libraries. The phrases are first written in singular and then in plural.

- *Baja la voz/Bajen las voces, por favor.*
 - "Lower your voice/s, please."
- *Camina/Caminen.*
 - "Walk."
- *Siéntate/Siéntense.*
 - "Sit down."
- *¿Quieres leer?/Quieren leer?*
 - "Do you want to read?"
- *¿Quieres hacer esto?/Quieren hacer esto?*
 - "Do you want to do this?"
- *Ven aquí./Vengan aquí.*
 - "Come here."
- *¿Dónde está el papél?/Dónde están los papeles?*
 - "Where's the paper?/ Where are the papers?"
- *Pásame las tijeras.*
 - "Pass me the scissors."
- *Guarda esto/Guarden esto, por favor.*
 - "Put this away, please."
- *Suavecito.*
 - "Gently."
- *Con cuidado.*

- "Be careful."
- *Ayúdame, por favor.*
 - "Help me, please."
- *Déjame mostrarte/mostrarles.*
 - "Let me show you."
- *Te toca/Les toca or Me toca.*
 - "It's your turn." "It's my turn."
- *¿De quién es?*
 - "Whose is this?"
- *Es hora cerrar. Es hora irnos.*
 - "It's time to close." "It's time to leave."

Appendix V

Visa preparations

Over the past few years the requirements for entering Bolivia as a foreign traveler have changed. If you have visited the Bolivia Embassy's website you will see that it is now required that you obtain a tourist visa for travel. We recommend the the following process. The most important change to the process we suggest rather than the process they advertise on the website is this: You will apply for your visa UPON arrival, not beforehand.

1. Visit the Bolivia Embassy website at <http://www.bolivia-usa.org/> to review the information that you will be requested to provide upon arrival. Click on Servicios Consulares (found on the left hand side of the page, and then Click VISA de turismo)
2. Review the requirements under the heading REQUISITOS PARA LA APLICACIÓN DE VISA and prepare this information to have accessible upon arrival. You will not be required to complete the application form beforehand, but it is useful to review. Please note: You will be required to show proof of your Yellow Fever Vaccination, a copy of your credit card (you should be carrying a copy for yourself regardless), a letter of invitation (BiblioWorks will provide you with an invitation letter a few weeks before you depart) and have \$135 USD cash available.
3. Compile all the requirements and have them available in your carry-on baggage.

When you arrive in Bolivia you will be asked to complete an entrance form to obtain your visa. It is very important that you indicate the intent of your visit to Bolivia is travel. Do NOT make mention of "working" or "volunteer work" or anything along those lines. BiblioWorks volunteers maintain the status of "visitor" - indicating you are "working" causes undue questioning. If you have any questions or concerns about this point, please contact Matthew Lynn at mlynn@biblioworks.org

Resources:

US State Department: Information for US travelers to Bolivia
http://travel.state.gov/travel/cis_pa_tw/cis/cis_985.html

Bolivian Embassy in the United States
 3014 Massachusetts Ave NW
 Washington, DC 20008
 Tel. (202) 483 4410 Fax (202) 3283712
<http://www.bolivia-usa.org/>

Bolivian Main Consulate in the United States
2120 L Street NW Suite 335
Washington, DC 20037
Tel. (202) 232 4827

The Bolivian Embassy website has a complete directory of all their consulates in the United States; for in-depth inquiries regarding visa issues it is recommended to either call or visit your nearest Bolivian Consulate.

***Please note: the recommendation provided here is subject to change at any time. Please check with a Bolivian Consulate or Embassy for the most updated information.

Appendix VI

Helpful Media Tools about BiblioWorks and Bolivia

Recommended Reading:

Travel Guides:

Lonely Planet has the best travel/cultural information about Bolivia and Sucre. This is a highly recommended guide where you will be able to find everything including approximate daily costs, climate and clothing recommendations, food, taxi and bus information and a wealth of information on customs and history as well.

Culture Shock: Bolivia Mark Cramer

News and Current Events:

www.lostiempos.com local Cochabamba newspaper

www.correodelsur.com local Sucre newspaper

www.opinion.com.bo national newspaper from La Paz

www.democracyctr.org The Democracy Center is an NGO whose mission is “to work globally to advance human rights through a unique combination of investigation and reporting, training citizens in the art of public advocacy, and organizing international citizen campaigns.” The Democracy Center has an office in Cochabamba and their director, Jim Shultz, offers a blog that intelligently critiques the current ongoing events in Cochabamba, as well as in Bolivia.

www.ain-bolivia.org The Andean Information Network is an NGO that currently focuses on examining the effects of the U.S. and international War on Drugs. AIN’s overarching goals are to change the U.S. anti-drug policy in the Andean region by seeking to replace them with policies that address the underlying economic, social, political, and cultural needs of the

region. Their website offers articles that do in-depth analyses of current Bolivian social and political issues.

Books:

Llamas, Weavings and Organic Chocolate: Multicultural Grassroots Development in the Andes and Amazon of Bolivia Kevin Healy

Coca, Cocaine and the Bolivian Reality Madeline Barbara Leons (Editor) Harry Sanabria (Editor)

Whispering in the Giant's Ear: A Frontline Chronicle from Bolivia's War on Globalization
William D. Powers

The Bolivian Diaries of Ernesto Che Guevara Che Guevara

¡Cochabamba! Water War in Bolivia Oscar Olivera

Fire from the Andes: Short Fiction by Women from Bolivia, Ecuador and Peru Susan E. Benner (Editor) Kathy S. Leonard (Editor)

Movies:

Yawar mallku Jorge Sanjinés (1969)

Chuquiago Antonio Eguino (1976)

Mi socio Paolo Agazzi (1982)

La nación clandestina Jorge Sanjinés (1989)

El Día que Murió el Silencio Paolo Agazzi (1998)

American Visa Juan Carlos Valdivia (2005)

Di buen día a papá Fernando Vargas (2005)

Sena/Quina, la inmortalidad del cangrejo Paolo Agazzi (2005)

¿Quién mató a la llamita blanca? Rodrigo Bellott (2006)

Cocalero Alejandro Landes (2007)

Evo Pueblo Tonchy Antezana (2007)

Los Andes no creen en Dios Antonio Eguino (2007)

Zona Sur Juan Carlos Valdivia (2009)

Documentaries:

The Devil's Miner (2005)

Our Brand is Crisis (2005)

