

BiblioWorks

los libros pueden cambiar el mundo



Volunteer Handbook

Updated May 2016

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WELCOME MESSAGES



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 was a life changing experience: learning a new culture, language, and rhythm of doing things. Being a Peace Corps volunteer taught me how important it is to give a portion of our busy lives to others. I'm also thrilled that you've made this decision as well and especially that you've chosen our project to dedicate your time to!

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 eleven years, we've been able to open thirteen 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 light 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

Founder



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 that 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 that 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.

Matt Lynn

President, Board of Directors

Former Latin American Project Coordinator

THE BIBLIOWORKS STORY



BiblioWorks is a non-profit organization spreading the joys of reading in rural Bolivia. Since 2005 we have opened and equipped thirteen 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 nine library projects in seven years.

BiblioWorks has opened and equipped thirteen libraries in the communities of Morado K'asa, Presto, Patacon, Yamparáez, Tarabuco, Villa Serrano, Sopachuy, Tomina, Pampa Aceituno, Tomoroco, Maragua and Villa Abecia. Four of the libraries (Pampa Aceituno, Patacon, Villa Serrano, Padilla and Yamparáez) have "gone beyond" BiblioWorks and are now functioning mostly on their own; the ultimate goal for all of our libraries. This doesn't mean that we have abandoned any of the communities where we work; it means that we were happy enough with the progress and local support to let these libraries fly on their own. In each of these communities we have met with local authorities to sign a 5-year written agreement, which outlines how they will support each library. In 2013 we opened two new school libraries, in the communities of Tomoroco and Maragua. Each year here in Bolivia our team trains hundreds of librarians, teachers, students and other community members in the proper use of a public library. 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.

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.

WHAT WE DO

All of our efforts here at BiblioWorks are focused on fulfilling our mission and realizing our vision.

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 that will allow them to serve their communities in order to develop strategies for eliminating poverty.

OUR VISION FOR 2013-2015

BiblioWorks believes that through literacy, learning and knowledge, people in rural Bolivian communities will have the resources to solve social problems, maintain and strengthen their cultural identities and create sustainable development projects.

By the year 2015, BiblioWorks will open and equip four new libraries, achieve sustainability in five libraries, and strengthen the work in four existing libraries.

To make this happen we work both in the library communities and here in the office in Sucre. Each library functions through contracts with the local governments. Municipalities provide the library space, librarian salaries, and new books each year. BiblioWorks initially supports each library financially and provides new books on a yearly basis. We further support libraries by traveling to each library to train librarians and teachers, strengthen the library committees, and make sure the local governments uphold their part in the contract. Much of the work in Sucre is dedicated to preparing for this support, as well as communicating with the local governments.

BIBLIOWORKS LIBRARIES AND VOLUNTEERS

As you read above, BiblioWorks has equipped thirteen libraries. Below you'll find a little bit of information about each library and volunteer involvement. However, if you would like more detailed histories of each library, please visit the library section of our website.

Current Library Projects:

1. *Morado K'asa*: Inaugurated in April of 2005, Biblioteca 'Villa Zamora' de Morado K'asa is a public library. We continue to work actively with Morado and will continue to send volunteers. This has been one of the most popular libraries in which volunteers have worked.
2. *Presto*: Inaugurated in January of 2006, Biblioteca '14 de Enero' de Presto is a public library. We continue to work with the library and send volunteers.
3. *Sopachuy*: Inaugurated in April of 2008, Biblioteca 'San Pablo' de Sopachuy is a public library. We will continue to send volunteers.
4. *Tarabuco*: Inaugurated in April of 2008, Biblioteca Municipal de Tarabuco is a public library. We continue to work actively with Tarabuco and will continue to send volunteers.

5. *Tomina*: Inaugurated in February of 2011, Biblioteca 'K'iska Luru' de Tomina is a public library. We continue to work actively with Tomina and will continue to send volunteers.
6. *Maragua*: Maragua was inaugurated in April of 2013. Maragua is a school library.
7. *Tomoroco*: Tomoroco was inaugurated in June of 2013. Tomoroco is a school library.
8. *Villa Abecia*: The library in Villa Abecia was originally inaugurated in December 2014 but had no librarian until it re-opened as Biblioteca 'Cepas de Saber' in a new location in October 2015. We continue to work actively with Villa Abecia and will continue to send volunteers.
9. *Padilla*: Inauguration in June 2016

Sustainable Libraries:

1. *Patacon*: Inaugurated in March of 2006, 'Biblioteca Adhemar Carvajal' is a school library in the city of Sucre. As this library has been sustainable since the end of 2007, we do not send volunteers to Patacon.
2. *Villa Serrano*: Inaugurated in July of 2007, Biblioteca Municipal de Villa Serrano is a public library. Sustainable since 2011 we no longer send volunteers to Villa Serrano.
3. *Yamparáez*: Inaugurated in April of 2007, Biblioteca 'Virgen de Guadalupe' de Yamparáez is a public library. As of 2013 Yamparáez is functioning mostly on its own. However, since it is located so close to the city of Sucre we will continue to send volunteers.
4. *Pampa Aceituno*: Inaugurated in April of 2012, Biblioteca 'Santísima Trinidad' de Pampa Aceituno is a school library. Sustainable only as of 2013, we will also continue to send volunteers.

Volunteer Projects and Positions:

1. Literacy Ambassador: promote a love for reading and literacy by continuing or starting a book club in one of our libraries.
 - a. Children's
 - b. Adolescents' (jovenes)
 - c. Women's/parents'
2. English teacher: Use creative methods to teach English (and encourage reading!) in our library communities.
3. Communications Director: Help us attract funds to our new projects, ensuring the sustainability of our work. You'll improve your social media and fundraising skills.
4. Volunteer Director: Find and work with the volunteers to bring libraries and a love of reading to even more Bolivian children. You'll improve your leadership and people skills.
5. Videographer: Document our work in our rural libraries. Shoot and edit video to create clips to be shared on our website and on social media.
6. YOUR project idea: Create a sustainable project to promote literacy and support BiblioWorks.

KEY STAFF BIOS

BiblioWorks Director: 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.

Project Coordinator: Magaly Arancibia



My name is Magaly. I am professional psychologist. Some of the activities that I enjoy the most are outdoors, such as hiking, observing plants, feeling the breeze, and breathing the clean air. It makes me sad to see injustice and people's rights being violated. I am passionate about social justice and want to generate social consciousness in people to overcome ignorance. I believe that reading is the door to knowledge, and BiblioWorks' libraries are areas of learning for every person in the community. I enjoy reading to understand the complex world that we live in. Working with BiblioWorks is a great opportunity to strengthen the rural communities in Chuquisaca.

Project Coordinator: Jhovana Bejarano Salazar



My name is Jhovana and I am 31 years old. I am currently one of the project coordinators in BiblioWorks. Reading is the most important thing in the world for me. I think that the world would be dead without reading; nature, birds and water would slowly fade away. My life motto is "Books taught me to think and thought made me free."

Board of Directors President: Matthew Lynn



Matt is an educator committed to dialogue and service. He is a creative, passionate and detail-oriented leader, who has dedicated his professional life to service through nonprofit work. He has shown his commitment to BiblioWorks for many years, as Director in Bolivia and also by serving on the Board for the past three years. His passion comes from the personal belief in the power of education and literacy to transform communities. As a Peace Corps Volunteer in Bolivia from 2005 to 2007, he started a community library in the small town of Aiquile in central Bolivia. His commitment to and love of Bolivia started from the first day of his Peace Corps service ten years ago. He lived in Bolivia for a total of nine years and recently came back home to start his Masters Degree in Peacebuilding and Conflict Transformation at the SIT Graduate Institute in Brattleboro, VT. He currently resides in Asheville while completing his internship with Our Voice, a nonprofit which assists victims of domestic violence.

Founder: 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. She now lives in the U.S., 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.

VOLUNTEER SERVICE CONTRACT

Upon acceptance of a volunteer position at BiblioWorks we ask that all volunteers sign this form.

VOLUNTEER RESPONSIBILITIES

We trust that all our volunteers will be dedicated to and passionate about literacy and education, and believe in its power as a tool for sustainable development in small communities.

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, with the ultimate goal being sustainability in each library.

The BiblioWorks staff loves working with volunteers, however in order to ensure that we are continually working towards this goal of sustainability, we do expect volunteers to accept certain responsibilities.

Your responsibilities include:

- Read entire volunteer handbook and fundraising guide
- Commit to at least five weeks of voluntary service
- Commit to at least 20+ hours per week
- If possible, have access to a cellular phone with texting capability (BiblioWorks may have phones available but you will need to buy credit as needed)
- If you have a laptop computer, please bring it as we have limited computer resources in the office
- Have monetary means to pay for transport, accommodations, and food
- Update the 'Volunteer Activity Record' form, including hours worked
- Submit posts to the website when required
- Make every effort to attend weekly volunteer meetings (when they are scheduled)
- Ensure that the activities you carry out in the libraries or in our Sucre office will be achievable and well-planned so they will have a lasting impact and can continue after you are gone
- Complete a 'volunteer testimonial' at the completion of your volunteer service

The BiblioWorks staff will be able to help you with planning your schedule and your work could include office and/or field tasks. We will do everything we can to accommodate whatever it is you would like to do, however, we also place our volunteers where they are needed the most. Where possible, we like to hold weekly volunteer meetings which allow us to share what we are working on, new ideas, what works, what doesn't, etc. Since all of our schedules can be so different, our weekly meetings are a great way to keep in touch.

As a volunteer with BiblioWorks you will be an important part of our team. We like to keep things close-knit and work together to strengthen the organization and each library. We trust you'll join us in these efforts. Our team is strong and we are proud of the work we have done. We hope you will become an integral part of it. And please note, if you donate \$10,000 USD or more, you can pretty much do whatever you want :o)

I have read the entire Volunteer Service Contract (p. 9-10 of Volunteer Handbook), including 'Volunteer Responsibilities' and 'Volunteer Policies and Procedures' and agree accept these responsibilities and follow all policies and procedures

Signature:

Date:

VOLUNTEER POLICIES AND PROCEDURES

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

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.

- 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.

CHANGING YOUR ASSIGNMENT

All of the volunteers and their work will be monitored by the Project Coordinator and also by the Volunteer Coordinator. If you feel you cannot complete the tasks assigned to you, you can discuss a change with them and, based on the needs of the libraries and the office, we will try to accommodate your request.

RESIGNATION/DISMISSAL

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 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.

SUPPORT BIBLIOWORKS AND FUNDRAISE!

BiblioWorks remains committed to not charging a fee for volunteers to come and work with us. However, given that we rely entirely upon donations and fundraising to keep us running day-to-day, we ask that you fundraise, where possible, a donation for the organization. This will go a long way towards helping us to reach our mission of bringing reading to the children of Bolivia. Not only will you make a huge impact on the foundation and our success in Bolivia, but you'll also gain excellent experience. We bet you might even have some fun! We've developed a fundraising guide to help you reach your goal. With the help of the guide, it should be easy to raise money. If just 15 volunteers raise \$300 per year, you'll raise enough to fund HALF of a new library!

Even if you're unsure about starting a fundraising project, we hope you will read the fundraising guide anyway- you might be surprised by how little effort some of the ideas require.

We sincerely ask you to consider this request; your efforts will translate directly to bringing literacy to more children in Bolivia.

Best of luck in your fundraising!!!

Example- BiblioWorks 2013 online fundraising campaign:



INTRODUCTION TO BOLIVIA

Basic facts:

- Area: 1,098,580 sq. km (slightly less than three times the size of Montana)
- Population: 10,800,882 people
- GDP: 27.21 billion
- Poverty rate: 64%
- Literacy rate: 87.21%
- Administrative Divisions: 9 Departments—Beni, Chuquisaca, Cochabamba, La Paz, Oruro, Pando, Potosí, Santa Cruz, Tarija
- Religion: Roman Catholic 76.8%, Evangelical and Pentecostal 8.1%, Protestant 7.9%
- Languages: Spanish (official), Quechua (official), Aymara (official), Guaraní (official)
- Currency exchange (These exchange rates are as of November 2015. Check www.xe.com to see the most current rates):
 - \$1 USD = 6.84Bs
 - €1 EUR = 7.71Bs
 - £1 GBP = 9.98Bs

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 45%. 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 10.8 million, is multi-ethnic, including Amerindians, Mestizos, Europeans, Asians, and Africans. The main language spoken is Spanish, although the Aymara and Quechua languages are widely spoken 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 to get to know. There are lots 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, Condor Trekkers, which can help you explore the city and surrounding area.

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

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

Museums and cultural events: Sucre is known for being “la ciudad culta” of Bolivia and there are often theater, dance and other art programs. Additionally, the city’s museums are among the best in the country.

Pharmacies: There are plenty of pharmacies in the city of Sucre, where you can get any prescription filled. There are no 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 of 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 it does exist. Being observant of your surroundings and making smart decisions about where you go and what you do can prevent the majority of

theft. Even though in the countryside there is little to no crime these suggestions should be used wherever you go. People are friendly, but if it seems like a potentially dangerous situation you may want to take precautions before talking to strangers. Be careful and use common sense and you will have a wonderful and safe experience here.

Roads and transportation: Bolivians use 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. Calling a taxi is a good idea. When traveling out to the libraries look for the best buses and it is advisable to travel in the daytime, if possible. There are various types of transportation you will need to be familiar with to get around Sucre and to the libraries.

Taxis: Any registered taxi will have a checkerboard strip along the side of the vehicle. Taxi moviles are reputed to be safest, and are marked with a 'taxi' light hanging in the front window. Any trip within the central parts of Sucre should cost 4bs per person until 9pm, and 5bs after. If you're traveling farther, be sure to negotiate the rate before getting in the taxi.

Micros: Micros are the mid-sized buses you will see in the city of Sucre. On Micros you can get almost anywhere. Just ask someone in the office and we'll help you figure out which micro(s) to take. Each number or letter you see in the front and back windows marks the micro's specific route. Micros cost 1.5bs.

Trufis: Trufis are the mini-van/small buses that travel to rural areas. Costs vary depending on location.

Flotas: Flotas are large buses (they look like tourist buses). This is the type of transportation you will most often take to the libraries. Costs vary depending on location.

Climate: Sucre is high in the mountains and the climate is changeable. Weather is normally moderate, with temperatures in the winter months, from May to August, ranging from 30°F to 60°F (0°C to 15°C). In the summer months, from August to April, it is warmer - from 50°F to 80°F (10°C to 25°C), but it can get cold at night, especially when it rains. Due to the unpredictability of the weather here, it is always a good idea to carry a warm jacket/fleece with you. The climate, in the towns where we work, also varies. Some villages are located in semi-tropical valleys and some are even higher and colder than Sucre. Bring layers of clothing, which would keep you comfortable in the case of any type of weather. In Sucre, during the winter months (May-October), the sun is a constant resulting in warm days. Bring lots of sunscreen! But, don't be fooled by the warm days, when the sun goes down, so does the temperature.

APPENDICES

VOLUNTEER FAQS

- *Do I have to pay to volunteer at BiblioWorks?*

No. Unlike many non-profit organizations, BiblioWorks does not charge any money to volunteer. However, as you read above, we do ask volunteers to consider raising a contribution. Additionally, you will need to cover your transportation, food and lodging costs while in Bolivia. We also require a time commitment of at least 5 weeks.

- *Does BiblioWorks provide food and lodging?*

No, but there are many choices of accommodation in Sucre and we can help find you one that will suit your needs.

- *Do I need to speak Spanish?*

If you are volunteering in the libraries (which is where we have the most need), you need to be able to speak Spanish – not perfectly but enough to get around on your own. And, to your benefit, your Spanish will definitely improve! We may have a position open in the office where you don't need as much Spanish but being able to communicate in the local language is always a good thing.

- *How do I get to Sucre from La Paz?*

You can either take a bus or a plane from La Paz to Sucre. The bus takes about 12-14 hours (overnight) and costs 90 – 150 BS. A plane ticket will cost you anywhere from 450 BS – 550 BS. (It is also possible to fly to Sucre from Santa Cruz)

- *What is the cost of living in Bolivia?*

For North Americans and Europeans, Bolivia is an incredibly inexpensive country. In Sucre, a good B&B costs around 100 Bs per day and the decent hostels are around 50 Bs per day (although you can find cheaper!). In the country a room can cost as little as 200bs per month. Please see the chart below to see more detailed costs for each library.

Travel, Lodging and Costs for Libraries/Sucre:

Location	How to get there/ back	Trip Time	Transport Cost	Lodging	Food Costs
Note: Leaving from Sucre it is always a good idea to buy your ticket a day in advance. It's not always necessary coming back, but is also a good idea just to be sure. Getting to Parada Tarabuco: take micro 7, 14, B, or C from Ravelo in front of the Central Market Getting to the main terminal: take micro A from Junín					
Sucre	To get around Sucre you can take taxis, but micros are what locals use, and you will save money! Just ask in the office how to get where you want to go.	N/A	Taxi: 5bs Micro: 2bs	B&Bs: 100bs Hostel: for example: 40bs dorm, 50bs shared bath, 55bs private bath	"Gringo" restaurant: 25bs- 90bs/plate Lunch in pensión: 12-15bs
Morado K'asa	There: Flotas for Presto (stops in Morado) leave at 1:30 pm and	2.5 hours	Flota: 12bs Trufis: 12bs	Can arrange homestay	

	<p>2:30pm from Tran Santiago (one block from the main terminal) There is also a trufi that leaves at 10:30am from the parade Tarabuco.</p> <p>Sucre: Flotas pass through Morado at 5:30am and 6:30am. You can also try to get the trufi at 4:30pm. You can buy your ticket for the flota in Cororo (5km).</p>			including food, price depends – roughly 50bs	
Padilla	<p>There: flotas and trufis, various throughout the day Sucre: flota and trufis, various throughout the day</p>	4 hours	25bs	40bs/night	Lunch: 12bs
Pampa Aceituno	<p>There: Take Micro Q from Loa and Colon or 4 from Bustillos to La Calancha. From here you wait for the school bus or any auto going up and hitch a ride. Make sure to be there by 7-7:15am to get a ride up.</p> <p>Sucre: you may be able to get a ride with the teachers who are coming down after school or on the school bus. In some cases volunteers/staff have walked to La Calancha to catch the micros back to Sucre.</p>	1 hour	<p>Micro: 2bs Auto from La Calancha: 2-5bs <i>Make sure to have exact change</i></p>	N/A	You can't eat at the restaurant, however you can generally eat in the school.
Presto	<p>There: Flotas for Presto leave at 1:30 pm and 2:30pm from Tran Santiago (one block from the main terminal). There is also a trufi that leaves at 10:30am from the parade Tarabuco</p> <p>Sucre: Transports leave from Presto at 4:30am (trufi), 5:45am (flota) and 4:00pm (trufi)</p>	3 hours	<p>Flota: 13bs Trufi: 15bs</p>	<p>Alojamiento: 25bs or 30bs with hot shower 300bs/month</p>	<p>Breakfast: 5bs Lunch: 12bs Dinner: 15bs</p>
Sopachuy	<p>There: Flotas from Sucre leave at 10:30am and 5pm from Calle Guillermo Loayza (2 blocks up from main bus terminal)</p> <p>Sucre: there are several options, leaving at 4am and 4pm</p>	5 hours	Flota: 25bs	<p>Hostel on the plaza: 35bs/40bs night Rented room in Alojamiento: 200 bs/month</p>	<p>Breakfast: 7bs Lunch: 12bs Dinner: 12bs</p>
Tarabuco	<p>There: From the Parada de Tarabuco take any trufi to Tarabuco.</p> <p>Sucre: Make sure to get a trufi back before 5pm to ensure you find one</p>	1.5 hours	<p>Micro: 2bs Trufi: 10bs</p>	Hostelling International: 35bs night	<p>Breakfast: 7bs Lunch: 12bs Dinner: 12bs</p>

Tomina	There: the flota leaves at 9am from Calle Guillermo Loayza (2 blocks up from main bus terminal) Sucre: buy your ticket the day before, bus will come through from Villa Serrano at 8am	4 hours	Flota: 25bs	Hostel: 55bs+/night Possible to find room	Breakfast: 5bs Lunch: 12bs Dinner: 15bs
Villa Abecia	There: the flota leaves at 8 pm Sucre: the earliest flota leaves at 9 pm	6 hours	Flota: 120bs to VA, 80bs to Sucre	35-40 bs/night	Lunch: 12bs Dinner: 12bs
Yamparáez	There: From the Parada de Tarabuco trufis leave much more frequently for Tarabuco but you will need to pay the price to Tarabuco and get off in Yam. Sucre: go to the main road and wait for any safe looking vehicle- often trufis or taxis will be coming by and you can flag them down	40 minutes	Trufi to Tarabuco: 10bs Trufi/Auto: 5 bs	N/A	Lunch: 12bs

Visa Preparations

For stays **no longer than 3 months:**

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 it is now required for citizens of some countries to obtain a tourist visa for travel. All US citizens require a tourist visa (as of February 2013, a tourist visa will cost you \$135 and is valid for 90 days per calendar year for 5 years) while most of the European countries do not. For those who need a tourist visa, you are able to obtain it upon arrival in Bolivia.

We advise that you not mention volunteer or volunteer work when applying for your visa. They may ask you to get a different type of visa.

Please visit the Bolivian Consulate website <http://www.consuladodeboliviawdc.com> for more information and to determine if you need a visa.

For **more than 3 months:**

Any volunteer wanting to make a longer commitment to BiblioWorks is very much welcome to do so! We don't want to discourage you in the least, but would like you to know that it is a longer process and does require some expense.

You will need to apply for a Specific Purpose Visa/Visa de objetivo determinado. The requirements vary slightly depending on country, so you should go to the website for the Bolivian consulate in your country. This visa costs \$85 in the United States (February 2012). Once you arrive in the country you will have 30 days to apply for a 1-year temporary residency visa. If you would like to see a detailed list of visa requirements for the 1-year visa just ask and we can send it to you.

In case you just want to stay in Bolivia between 3 to 6 month, there is another option. You also need to apply for Specific Purpose Visa/Visa de objetivo determinado. In Bolivia you can extend this visa either for three month or for six months.

Other 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/>

UK Government: Information for UK travelers to Bolivia
<https://www.gov.uk/foreign-travel-advice/bolivia>

Bolivian Embassy in the UK
106 Eaton Square
London, SW1W 9AD
Tel. (44) 0207 235 4248 Fax : (44) 207 235 1286
<http://www.bolivianembassy.co.uk/>

The Bolivian Embassy website has a complete directory of all their consulates in the United States and the UK; 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.

Useful Spanish Phrases

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 other South American countries. Examples are 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 many 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.

Here are some phrases that you are likely going to say while working in the libraries. The phrases are first written in the singular and then in the 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./Venganaquí.*
 - “Come here.”
- *¿Dónde está la hoja?/Dónde están las hojas?*
 - “Where’s the paper?/ Where are the papers?”
- *Pásamelastijeras.*
 - “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 o Me toca.*
 - “It’s your turn.” “It’s my turn.”
- *¿De quiénes?*
 - “Whose is this?”
- *Es hora cerrar. Es hora irnos.*
 - “It’s time to close.” “It’s time to leave.”

Helpful Media Tools about Bolivia

Travel Guides:

There are many travel guides available for Bolivia. None on their own are perfect but all will have important information about daily costs, climate, food, lodging, etc.

Lonely Planet (2013)

Footprint

Rough Guide

News and Current Events:

www.correodelsur.com local Sucre newspaper

www.lostiempos.com local Cochabamba 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.

Blogs from previous volunteers:

<http://www.tourist2townie.com/> a previous volunteer who worked in the library in Morado K'asa and was instrumental in working for BiblioWorks for four months

Books:

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

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

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

The Bolivian Diaries of Ernesto Che Guevara by Che Guevara

¡Cochabamba! Water War in Bolivia by Oscar Olivera

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

Movies/Documentaries:

Yawarmallku 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)

The Devil's Miner (2005)

Di buen día a papá Fernando Vargas (2005)

Our Brand is Crisis (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)

South of the Border (2010)