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African Poetry Library

Manual

How to manage and set up the Library

In Partnership with Prairie Schooner and University of Nebraska-Lincoln Libraries
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1. **African Poetry Library - Mission and Purpose**

**Mission**
The African Poetry Library Initiative, an initiative of the African Poetry Book Fund, is a collaborative venture to establish accessible and user-friendly small poetry libraries on the African continent to support aspiring and established poets and to give them access to contemporary poetry in books and journals, and to serve as a resource for poets interested in publication in Africa and around the world. The initiative will be guided by collaboration between US and UK publishers of poetry, literary arts organizations, poet’s libraries and literary journals and African libraries, writers co-ops or cultural centers, and poets and will be coordinated by the African Poetry Book Fund and the University of Nebraska-Lincoln Libraries.

**Objectives**
1. Establish accessible and user-friendly small poetry libraries in African countries, managed and organized by local volunteers.
2. Provide a small start-up collection of contemporary poetry books and journals for each library for an initial period of three years (continued donations dependent on local center usage).
3. Help each library to own the books and become self-sustaining by providing continued support through UNL Libraries, and help the libraries build relationships with the donor journal publishers.

**Requirements for Setting Up Local Libraries**
The APBF has identified five initial centers on the African continent where the libraries can be established. The following criteria has been used:

1. Identification of an individual willing to spearhead the establishment of the library in the country in question and willing to either staff the library themselves or find volunteers to do so.
2. A venue capable of shelving up to 1500 titles, and with space to allow for reading.
3. A venue that is open, secure, and accessible to everyone interested in using the facility and accessing the books and journals.
4. A core of individuals and organizations on the ground willing and capable of making the library sustainable for the long-term.

**The African Poetry Book Fund (APBF) Responsibilities**

1. Each year, the APBF will ship books and journals donated from the “review copies” stacks of partnering literary journals (including *Prairie Schooner*), and by partnering poetry publishers in the US as well as literary arts organizations, and individual donors, to each of the five centers in Africa to supply the holdings of the libraries.

2. The UNL Library will designate a professional librarian to serve as a technical advisor and librarian coordinator of this outreach project. This person will advise the individuals in Africa on how to establish the library or will work closely with the library contact in Africa who will be establishing the Poets’ Library in the various centers. The UNL Librarian specialists will also advice the APBF on the shipping and distribution of the books and journals to these centers.

3. The UNL Librarian will oversee the cataloging of the books in the US prior to shipping by including instructions and tips on how to manage the collection including publicity material.

4. APBF and the UNL Librarian will be in contact with the Library Contact persons throughout the year, advising and helping as needed.

5. APBF will promote and publicize the project through its worldwide network of partners and contacts, and will assist the local libraries in generating interest and support for the Poetry Libraries.

6. APBF will assess the progress being made by each library and serve as a constant resource for the work of the library, even as it expands the program to other regions.

7. APBF will create and maintain a website for the APBF Poetry Library Initiative.
Local Responsibilities

1. The libraries will be designed as Reading Rooms and Resource Centers where poets and poetry lovers can have access to contemporary poetry and information about publishing poetry.

2. The libraries will ideally be located in a dedicated space in existing public libraries, cultural centers, writers’ centers, or other arts centers that have a proven history of accessibility to all.

3. Volunteers who are poets or are supporters of poetry in the various countries will be encouraged and sought after to volunteer or staff each library, if staffing is not already in place at the locations.

4. The local contacts will coordinate and pay for any cost incurred for the receipt of the books and will work with the facility to make sure that the library is accessible for all interested in using it. The library contact will inform APBF of any forms or labels that need to be completed for this to be expedited smoothly and cheaply.

5. The local contact will also work hard to get word out to writers in the country about the library and its hours.

6. The local contact will keep in contact with APBF and the UNL Librarian and use them for support and advise in all issues concerning the poetry collection.

7. The local contact will oversee the growth and development of the library and determine directions he/she would like it to take within the confines of the APBF African Poetry Libraries mandate.

8. The local contact will develop programing and publicity projects related to the library to increase the profile of the library and to increase usage.

9. The local libraries will develop a network of support, contacts, and funding (where necessary) for the growth of these libraries in keeping with the needs of the local poets and lovers of poetry.
2. SHIPMENT CONTENTS

1. Books and Journals cataloged at LibraryThing.com
2. 1 Printed copy of APBF Library Manual
3. Publicity Flyer
4. Publicity Post Cards
5. 2 Print Catalogs- [consisting of an alphabetical Author/Title List, an alphabetical Title/Author List and an alphabetical Journal List]
6. Visitors Sign-in Book
7. Records Book
3. WHAT TO DO BEFORE THE BOOKS ARRIVE

1. Staffing – try to recruit volunteers (if the collection is not housed in an established center or library) to work in the library. This will ensure that it can remain open at the stated regular hours so that no one individual is responsible for all open times.

2. Familiarize yourself with the APBF Libraries website and access your library from this page; http://africanpoetrybf.unl.edu/?page_id=1607. Select your library and bookmark the LibraryThing catalog in your browser. We recommend that you use this as your library front page (see Daily Operations).

3. Familiarize yourself with your Library catalog hosted at Librarything.com and you can use Appendix I. How to Search the Catalog as catalog instructions for your visitors.

4. Arrange your library space so that the shelves with the books are located near the computer and the tables and chairs that your visitors can use. It is important that visitors have the ability to use the books as close to where they are shelved as possible. This ensures that the books remain within the poetry library “space.” Use what you have to make the space inviting and comfortable. (for example use plants, lamps, etc.)."

5. Purchase a basket to “re-shelve books” for visitors to place books in after they have finished reading. These will be re-shelved during the day and at the end of the day by the library volunteers. Make a sign for the basket e.g. “Please do not re-shelf books Return Books Here.”

6. Make arrangements to ensure that the books can be secure when the library is closed.
4. WHAT TO DO WHEN THE BOOKS ARRIVE

A. Publicity

1. Place flyers with opening hours in prominent positions e.g. front door, front windows.

2. Distribute the postcards to local libraries, universities, and other related organizations.

3. If you have a blog, website, Facebook or Twitter account, post the information on the sites.

4. Host an opening event e.g. a community poetry reading.

B. Setting up the Library

The books

1. Unpack the books and check them against the printed catalog.

2. Email the Titles/Authors of any books that you have received that are not on your list to the UNL Library contact at ldawes2@unl.edu.

3. If the books are not stamped, stamp the books on the bottom right corner of each cover. This will help you identify the books if they are misplaced in your building.

4. Stick the spine labels on books and shelve the books as you wish. We recommend that you shelve the books in alphabetical order by the author’s last name (this is the spine label order).

5. Stamp each journal and shelve the journals in a magazine box file on the shelf. The journals do not need spine labels.

6. Place the basket(s) for the return books near the tables or the bookshelf.

7. Place the “Sign-In” book in a location near the door for visitors to sign in.
The Catalog

1. Printed Catalog—This consists of a list of books in author/title order, a list by title/author, and a list of journals.

2. Place the printed catalog in a prominent place, beside the computer or somewhere near the books.

3. Online Catalog—This is hosted at LibraryThing.com and allows visitors to search and browse your collection online, and also see what the other APBF Libraries have. Open the APBF-Library webpage and bookmark your catalog as your library home page.

4. You can use both or either catalog.

5. Card Catalog — If you would like to set up a card catalog contact the UNL Library Consultants for assistance.
5. DAILY OPERATIONS

Opening

1. Place an Open Sign on door. Also place information about the hours of the library clearly on the door of the room/building with a contact number if available.

2. Place the “Sign-In” book open to a clean page and date the page. Place it in a prominent position and remind visitors to sign in every time they come into the library.

3. If you are using the online catalog, log into the Catalog at the beginning of the day.


5. Select your library Catalog.

6. If the following option is available “APBF-UNL has a suggested style for viewing this library (use it). “ click on (use it) to use the assigned catalog viewing format turning it to “Using APBF-UNL’s viewing style (stop using it) “

7. Throughout the day check to make sure the computer is set to your catalog.

8. If you are using the print catalog, place it on the table near the books or any prominent place. (If you want more copies of the printed catalog the instructions are in the Appendix II.)

9. If there are books remaining in the basket, count them and reshel the books.
**During the day**
1. You will answer questions.

2. You will give out postcards.

3. You will count and reshelf the books and record comments about the day (See below #6. Keeping Records).

4. Check the online catalog to make sure it is on your library catalog LibraryThing page.

**Closing**
1. Count the books in the basket and record in the Records book and reshelf the books.

2. Tidy up the space.

3. Log off of the online catalog.

4. Place the Close Sign in the window or door.
6. KEEPING RECORDS

This is important information that we will use to make decisions about the library funding, collection development, and support. Keep attendance numbers and photos from all publicity events, in addition to recording statistics regularly during and at the end of each day (see Appendix III).

The following information needs to be recorded in the records book daily:

1. Attendance numbers from any related events.

2. Numbers of visitors — total the number from the visitor’s book at the end of each day.

3. Number of books — Reshelf the books from the basket twice a day (more times if necessary) and record the amount of books re-shelved.

4. Record comments about the day.
7. PUBLICITY PLAN

The libraries will be publicized on the APBF website, social media sites, and events, but your local publicity is important for its success. Use whatever channels and networks you already have to publicize the library and the collection. Make sure in all publicity that it is clearly communicated that the library is “Reading Room Only.” Below are a few suggestions:

1. Tumblr- Post event information, book reviews, and author information. Follow as many local arts organizations as possible as this gives you a large online “footprint.”

2. Facebook- send out friend requests to local organizations, friends, bookstores, schools, university libraries and public libraries. Post events and collection information.

3. Send flyers to local organizations and bookstores to create a network. Publicize their events and give them your materials, including the Catalog list if they are willing to keep a copy. Remember to let them know that it is a Reading Room library only.

4. If you and your volunteers have a personal blog, website, Twitter, Pinterest or Tumblr account, encourage them to post the library information on the sites and periodically talk about a book or journal in the collection.

5. Encourage your visitors to sign up and use LibraryThing.com personally and post reviews, tag the books in the collection, and advertise local events. LibraryThing.com accounts are free.
8. DONATIONS

APBF will be soliciting and encouraging local African authors to donate their books to the libraries. The libraries should also solicit donations from local poets.

1. When you receive donations e-mail the title and author of the book to the UNL Library consultant ldawes2@unl.edu, for the title to be put into the computer.


3. Reprint a new copy of the catalog (instructions in Appendix II.)
9. CONTACT

APBF Website:
http://africanpoetrybf.unl.edu/

Follow Us On Twitter:
@AfricanPoetryBF

Like Us on Facebook:
https://www.facebook.com/AfricanPoetryBookFund

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Appendix I. How to Search the Catalog

1. **Use the search box** in the top right of the screen to search the catalog.

2. **To search within a particular field** (the default is all fields) click the drop down menu to the right of the search box.

3. **Clear a search** by 'x'ing out the search term in the search box.

4. **The Results Page**
5. To Find the Books on the Shelf
Books are cataloged into broad Dewey classification numbers with the first three letters of the author’s last name as the suffix.

**Dewey Numbers**
- 808.81 - Poetry collections and Anthologies
- 811 - American Poetry
- 821 - Old English
- 831 - German Poetry
- 841 - French Poetry
- 851 - Italian Poetry
- 859 - Romanian
- 861 - Spanish Poetry
- 891 - East Indo-European & Celtic Poetry
- 895 - East and South East Asian Poetry
- 896 - African Poetry
- 902 - Biographies, Epitaphs
Appendix II. How to Print The Catalog

To Print the Online Catalog
The printed catalog consists of an alphabetical Title/Author List, an alphabetical Author/Title list, and an alphabetical list of the Journals

1. To print the catalog, use Browser File—Print.

2. To print the Title/Author list—Print Style A (default).

3. To print the Author/Title list—Print Style B.

4. To print the Journal list—Search for “journals” in the search box.

5. To alphabetize the list click on the Title or Author heading.
APPENDIX III. The Records Book

RECORD THE FOLLOWING IN YOUR RECORDS BOOK.

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Visitors</th>
<th>Number of books re-shelved.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Record the number of visitors that signed into the library on that date.</td>
<td>Record the number of books that were re-shelved on that date</td>
<td>In the comments, tell us about the day, e.g. group visits, early closings, and questions about the collection, author requests and anything else you would like us to know (different opening hours, tours, etc.).</td>
</tr>
</tbody>
</table>