

## Project application form: Action for Development through Libraries Programme (ALP)



International Federation of  
Library Associations and Institutions

### Completing the application form

Please complete the project application form as indicated.

Project applications can be made to the IFLA ALP Programme for support to library associations, groups of libraries, or others who want to develop co-operation, knowledge and services within the special programme areas of ALP. Priority will be given to projects proposed by IFLA members (or by institutions/organisations sponsored to join IFLA through a mentoring partnership with a library association). All projects should have the support of an appropriate institution(s), association and the appropriate Regional Section, FAIFE or MLAS (Management of Library Associations Section) to implement the project.

#### Attachments:

1. A letter from the proposed host institution or library association outlining facilities, support, and capacity for making financial and logistical arrangements should be attached to the application.
2. Timescale for the proposed development and delivery of activities and training.
3. Proposed budget and costs for the project in local currency and Euro.

#### Submitting your application:

All project applications should be submitted electronically (preferred), by fax or post **by the closing date indicated on the IFLA website** to the manager of the relevant regional section, with a copy to: [alp@ifla.org](mailto:alp@ifla.org)

#### Mail: ALP project application

P.O. Box 95312  
2509 CH The Hague  
Netherlands

Fax: +31 70 3834827

Applicants will be informed of the outcome according to the dates indicated on the IFLA website.



## 2. Project summary

2.1. Project name	Leadership for municipal public libraries: training of 12 trainers who will deliver a cascade training throughout the country
2.2. Total project budget	8,300 EUR
2.3. Total budget requested from ALP	7,000 EUR
2.4. Name of applicant (institution or association responsible for the project)	Bulgarian Library and Information Association (BLIA)
2.5. Name of other persons in the project team and their positions	Association president Coordinator for training and publishing activities

## 3. Project focal area

ALP supports projects in training and development in developing countries and emerging economies with an emphasis on capacity building and train-the-trainer or cascading delivery. ALP does not support projects that are intended for the purchase of equipment, scholarships or in-service training. ALP does not pay fees to staff or consultants for a project.

Please indicate which of ALP's focal areas your project will support.

- 3.1 Development and sustainability of library associations, particularly through the Building Strong Library Associations Programme
- 3.2 Libraries and literacy: libraries as promoters of information literacy and lifelong learning, and combating functional illiteracy
- 3.3 Promoting libraries in society, including the role of libraries in reading through the IFLA /UNESCO Public Library Manifesto and the IFLA/UNESCO School Library Manifesto
- 3.4 Access to information through ICT in libraries, and ICTD
- 3.5 Access to information by marginalised and underserved groups: for example, immigrant communities, indigenous persons, especially through the IFLA Multicultural Manifesto; access to underserved groups and persons with print or other disabilities, in partnership with the relevant sections
- 3.6 New and emerging professional practice priorities
- 3.7 Promotion of continuing professional development**

#### 4. Training packages required

If a training programme from IFLA or FAIFE's existing training packages is to be delivered as part of the project, please indicate which packages. If a trainer has already been identified, please include their name. IFLA has the capacity to provide a trainer for IFLA-funded projects on request and as resources allow.

- Public Access to Health Information
- IFLA Internet Manifesto
- Access to information on HIV/AIDS through Libraries
- IFLA Manifesto on Transparency, Good Governance and Freedom from Corruption
- Building Strong Library Associations (single modules)

#### 5. Applicant profile (maximum 500 words)

The Bulgarian Library and Information Association (BLIA) is a non-governmental organization of specialists in the library and information sector. BLIA has 16 regional chapters in the country, and 5 specialized sections (Sociological Research, School Libraries, American Experience for Bulgaria, Bibliology, and a Youth Section) . It has 1093 individual and 82 institutional members. Membership is open to librarians of all types of libraries, incl. to professionals as well as to library workers without degree.

BLIA unites professionals to work together on:

- participating in the development of national library and information policy;
- advocating for libraries and their new role in cultural, educational and social sectors;
- guaranteeing universal access to information;
- enhancing the social status and provide professional protection of library and information specialists;
- promoting implementation of new technologies for preservation and access to cultural heritage;
- developing a system for continuing education.

BLIA's activities include: National Library Week, National Marathon of Reading, training programs, professional publications, annual conferences, national and international projects for introducing new services to users, research projects, leadership in library advocacy. Among the most recent achievements of BLIA are The Public Libraries Act, The Legal Deposit Act, and the partnership in the "Global Libraries – Bulgaria" Program (funded by Bill & Melinda Gates Foundation).

The Association was founded in 1990. Since then it has operated on a voluntary basis with only one part-time admin secretary. Since May 2010, the Association has been working with 4 full-time staff members thanks to the America for Bulgaria Foundation's (ABF) grant. The ABF funded the BLIA's 4-year project "Advancement and sustainable development of the library sector in Bulgaria".

BLIA manages the Centre for Continuing Education for Librarians in cooperation with the Library & Information School at the Sofia University.

## 6. Country profile (maximum 300 words)

The transition from totalitarian regime to democratic government and free market has been uneven and hard for the majority of the Bulgarian citizens. Bulgaria joined the EU in 2007. Contrary to citizens' expectations, governance, justice, healthcare and education have not reached the desired level. Bulgarian legislation has been harmonized with the EU's one. The state administration, private companies and NGOs are striving to absorb the EU funds, but they remain unused to a very large extent because of the deficit of leadership and skills for project planning and management. The global financial crisis affected severely the cultural and educational sector in Bulgaria, which resulted in very poor acquisitions of library materials and lack of funding for continuing education.

The overall number of libraries in Bulgaria is approximately 4,452 (public, academic, special, and school). The network of public libraries (2,722) covers all regions and municipalities, with the National Library being on the top. Three universities offer education in library science.

A national strategy on the development of the library and information sector is still to be developed.

Because of the diverse institutional subordination of libraries in Bulgaria and the lack of a national coordinating body, library development has been left to librarians themselves over the past 20 years. The Bulgarian Library and Information Association (BLIA) has been leading the advocacy efforts of the library community for adequate library legislation.

In 2009, Bulgarian Parliament passed the Public Library Act, which regulates funding mechanisms for public libraries, functions of the territorial networks, free Internet access, and qualification requirements for librarians. At the moment, the Ministry of Culture, with the participation of BLIA experts, is working on standards for public libraries in Bulgaria.

## 7. Needs assessment (maximum 300 words)

The Public Library Act of 2009 introduces a new structure: **municipal library** which assumes coordinating functions (training, consulting, collecting statistics, resource sharing) toward the smaller libraries on the municipal territory (each municipality encompasses from 1 to 20 settlements). The municipal library appears third in the hierarchy of the public libraries' system (after the National library and 28 regional libraries). Currently, these libraries (264) do not have capacity to fulfil the new mission: they do not manage a budget of their own and do not have independence in decision making as they belong to larger cultural institutions. For their staff for over 20 years continuing education has been an exception rather than a systematic practice. Special training in leadership is a must, to encourage library officers to become proactive leaders of their local communities. To be able to offer training in leadership, BLIA needs to prepare at least 12 trainers ready to deliver workshops throughout the country.

The ALP would complement our efforts in two ways:

- The Training Centre of BLIA offers *management* courses, but still does not have enough prepared trainers in *leadership*. Leadership skills are deficit in all walks of life in Bulgaria, especially in the cultural sphere.
- BLIA's budget allows maintaining of the training facilities and paying the cost for trainers, but does not provide travel, accommodation and per diem of the trainees. 80% of the potential trainees are unable to find resources to attend.

Strengths of the library community: willingness to learn, develop skills, respond to the changing needs of citizens. Librarians gladly unite around visionary leaders and work cooperatively and voluntarily for a common cause.

Main challenge: severe underfunding for all types of libraries (lowest funding among the EU countries) and therefore inability to attract users with old collections and poor facilities.

## 8. Project purpose, design and activities

The purpose of the project is to

- prepare 12 trainers in leadership through Train of Trainers (TOT) workshop
- conduct one pilot workshop for municipal public library leaders by the trained trainers

Steps:

1. TOT. The 3-day TOT will be delivered by a team of:

- one international trainer, selected or recommended by IFLA (preferably from an EU country : to align leadership requirements for 21 c. with the EU library and information policies and the best practices from EU countries)
- one Bulgarian trainer, selected by BLIA: to customize the program with the local needs and the Bulgarian realities.

2. Pilot training for 20 municipal library leaders (2 days).

After the TOT, 2 of the trainers will conduct pilot training for 20 municipal librarians at one of the Regional Libraries in Bulgaria.

3. During the TOT (1) and the Pilot training (2) a team of BLIA's sociology experts will be working on the assessment of the teaching methods, communications, performance, and results. The evaluation report will be submitted at the end of the project.

4. The project will continue beyond the time funded. The ALP funded trainings will be a beginning of a multiyear training project of BLIA. The **"Leadership for municipal librarians"** workshop will be integrated into the curriculum of BLIA's Centre for Continuing Education for Librarians (CCEL). The workshop program will be enriched with conclusions and lessons learned from the Pilot training of 20 (step 2), as presented in the project evaluation report (step 3).

CCEL will use the already trained 12 trainers (step 1) to cover the rest of the municipalities over the next couple of years. Gradually, all municipal library leaders (264) will be given opportunity to participate in leadership training. These trainings will be organized by BLIA and deliver onsite (at regional and municipal libraries with the assistance of the regional units of BLIA).

### **Possible topics and core concepts to be covered during the TOT workshop:**

#### Content – in 2 days

- *What is to be a library leader in 21 century? – vision, global and local understanding, goals.*
- *Leadership is not only an inherited talent; effective leadership skills could be nurtured and polished.*
- *Motivating your staff*
- *Reaching out local authorities and communities*
- *A place at the table of the local stakeholders.*

#### Methodology- 1 day

- *Teaching adults*
- *Unlocking potential skills*

*- Self-confidence boost!*

BLIA will discuss creative ideas and improvements of the proposed program with the two key trainers (to be selected later).

**Outcomes of the TOT:**

- a team of 12 prepared and self-confident trainers in library leadership of 21 century able to deliver training to municipal librarians without managerial and leadership experience;
- successful pilot design of leadership training that will be applied in multiple locations in the next couple of years.

**Outcomes of the pilot leadership training for 20 municipal librarians:**

The municipal library managers

- will be convinced that the leadership qualities are crucial for achieving each and every goal; these are qualities that could be nurtured, not necessarily inherited;
- will realise the value of the continuing education and will be encouraged to pursue personal and professional development;
- will realise that the Library Association is their voice, advisor, and resource for development.

The workshop would encourage them to:

- unlock potential leadership talents;
- communicate effectively with local authorities;
- create the necessary environment in the community that will support the library;
- seek support from the local business;
- implement in practice the stipulations of the Public library Act 2009.

**Selection of 12 trainers to be trained:**

BLIA already has a pool of 10 public librarians who have been trained to deliver management training under a British Council project. BLIA has witnessed and evaluated their performance as trainers and will invite the best of them to participate in leadership training. In addition, BLIA will announce a competition for new librarians to join the team of trainers. Candidates with suitable experience and good motivation will be interviewed. Criteria for final selection include:

- demonstration of teaching skills;
- evidence of leadership potential;
- communicative skills.

To attract and retain young librarians, BLIA is empowering its Youth Section. The section activists will help us identify early career and resourceful librarians to participate in TOT in leadership.

**Selection of a Regional Library for a pilot training of 20 municipal librarians:**

- to be in region which has largest number of municipalities (20). The group of trainees will have representatives from small, medium-size and large municipalities – important prerequisite for the project objective assessment.

- to offer suitable training facilities (provided for free for BLIA’s trainings).

**Promotion and progress report:**

Announcements, promotion and regular information for the library community will be delivered through BLIA’s web site, the monthly BLIA newsletter, and the print journal Biblioteka.

The municipal administrations (to which the participating libraries are affiliated) will be informed through the National Association of Municipalities, a partner of BLIA in other projects as well.

The local communities of the participating librarians will be informed about the results through media – press releases, interviews of the participating librarians, etc.

**Timescale for the proposed development and delivery of activities and training.**

Activity	Time
1. Selection of 1 international and 1 national key trainer; Discussions of the program and final arrangement with BLIA’s staff	January-February 2011
2. Training of trainers in <i>Leadership for municipal library leaders</i>	Middle of March
3. Pilot training of 20 municipal library leaders at a Regional Library	Third week of June
4. Project assessment	March – September
5. Design and promotion of a permanent course in leadership to be offered by BLIA’s Centre for Continuing Education for Librarians and delivered at regional and municipal libraries.	Oct.- November 2011
6. Conducting workshops “ <i>Leadership for municipal library leaders</i> ” at each Regional Library (could be at municipal libraries also) for the rest 27 regions and 244 municipalities. To be supported by BLIA, the Regional Libraries, and additional funds from other sources.	January 2012 – Dec. 2014

Note: activity 6 goes beyond the time funded and continues in the next couple of years.

**9. Project logistics**

**9.1 Cost and ease of international transport**

The workshop with an international trainer will be conducted in Sofia, the capital city of Bulgaria. There are convenient flight connections to Sofia from any part of Europe, every day. The cost for flight ticket will not exceed 800 Euros. There is a hotel next to the BLIA office, with Internet connection and easy transportation to all parts of the city.

**9.2 IT capacity and infrastructure in the country**

The training centre of BLIA has wireless Internet connection. The Regional public libraries which will host cascade trainings for the municipal library leaders are fully equipped with ICT facilities. The municipal libraries (end users of our projects) are going to be connected and equipped by the Global Libraries-Bulgaria program, funded by the BMGF.

**9.3 Capacity, makeup and skillset of in-country project team including ability to evaluate and report on the impact of the project**

The project team is the 4-staff members of BLIA plus a BLIA member and activist, experienced in assessment of BLIA's qualification programs. The team is experienced in organization and delivery of trainings in Sofia and throughout the country. All members of the team have extensive professional experience and administer all projects and programs of the Association.

#### 9.4 Language and capacity for translation

The primary language is Bulgarian. Simultaneous translation is needed during the workshop with the international trainer. In such cases, BLIA hires professional interpreters.

#### 9.5 Cultural context and sensitive content – no special issues to be concerned.

#### 9.6 Which institution do you propose to host activities, such as workshops and meetings?

BLIA has recently opened a newly equipped training centre with wireless Internet, 2 laptops, projector, a flipchart, movable desks, and adjacent reading room with 2 additional computer stations.

#### 9.7 Where are these facilities located, and are the facilities suitable for hosting activities

The training centre is a part of BLIA headquarters, located in a convenient place in the city, between two hotels, with plenty of transportation facilities. For details, please see the attached letter by BLIA's President. The pilot training for 20 municipal librarians will be held at a Regional Library – 70 % of the regional libraries offer the required training facilities. They will be also modernized with equipment provided by the BMGF program in Bulgaria.

#### 9.8 In-country financial arrangements including payments and international bank transfers.

Payments through credit cards are possible in all hotels and most of the shops. International bank transfers are available.

## 10. Project support

The Bulgarian Library and Information Association is both an applicant and a host institution for the ALP grant. Attached is a letter by the President, outlining the facilities.

BLIA has an agreement with the Regional Public Libraries to participate in the cascade training of municipal library leaders. They will provide their own training facilities for free as well as will volunteer in logistics of the seminars. The National Association of Municipalities will take part in promoting the idea of preparing library leaders, thus contributing to our advocacy efforts locally.

The project responds to the ALP Focal Point #7 : **Promotion of continuing professional development.** That is why BLIA has contacted the IFLA Continuing Professional Development and Workplace Learning Section. A letter of support by the chair has been submitted directly to the ALP committee.

## 11. Proposed budget

Please **attach** your proposed budget and indicate costs in **both your local currency and Euro** sought from ALP. Any funds from additional sources towards the total project should be detailed.

International Federation of Library Associations and Institutions  
Action for Development Through Libraries Programme (ALP)

Budget item	Value in BGN	VALUE in EUR
<b>Step 1: TOT</b>		
Travel costs for the international trainer (including any flights, visas, local transport)	1,600 BGN	800 EUR
Travel – BG participants in TOT	600 BGN	300 EUR
Accommodation for the international trainer (5 nights) and the 12 trainees (3 nights)	3,000 BGN	1,500 EUR
Catering. Per diem for: 1 international trainer – 5 days, 1 national trainer and 12 trainees for 3 days; 1 organized dinner for all participants	2,600 BGN	1,300EUR
Room hire (if applicable)	Room provided by BLIA	
Equipment hire	Equipment provided by BLIA	
<b>Workshop materials (excluding printing) *</b>	<b>200 BGN</b>	<b>100 EUR</b>
Administrative costs, including printing and stationery, postage, publications – a <u>MANUAL</u> for participants	400 BGN	200 EUR
Translation fees – 3 days for 2 interpreters	2000 BGN	1000 EUR
<b>Step 2: Pilot training for 20 municipal library leaders</b>		
Travel for trainers and trainees	800 BGN	400 EUR
Accommodation for trainers and trainees	1,200 BGN	600 EUR
Catering: Per diem for trainers and trainees	1,600 BGN	800 EUR
Room hire (if applicable)	Room provided by local library	
<b>Workshop materials (excluding printing)</b>	<b>200 BGN</b>	<b>100 EUR</b>
<b>Administrative costs, including printing and stationery, postage, publications - a <u>MANUAL</u> for participants</b>	<b>600 BGN</b>	<b>300 EUR</b>
Insurance (if applicable)	N/A	N/A
Equipment hire	Equipment provided by BLIA and local library	

International Federation of Library Associations and Institutions  
**Action for Development Through Libraries Programme (ALP)**

Bank and credit card fees	N/A	N/A
<b>Costs for evaluation and assessment of the program (for example, follow up workshops, interviews)</b>	<b>1.600 BGN</b>	<b>800 EUR</b>
Other (miscellaneous)	200 BGN	100 EUR
Total		<b>8,300 EUR</b>
From ALP fund		<b>7,000 EUR</b>
From BLIA budget		<b>1,300 EUR</b>

**\*The costs in BOLD are to be contributed by BLIA.**



**БЪЛГАРСКА БИБЛИОТЕЧНО-ИНФОРМАЦИОННА АСОЦИАЦИЯ / ББИА/  
BULGARIAN LIBRARY AND INFORMATION ASSOCIATION /BLIA/**

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1000 Sofia 4, Slaveikov Sq., Suite 609, Tel./Fax /3592/ 987 07 34, 980 66 88 /264, [lib@fastbg.net](mailto:lib@fastbg.net)

Dear IFLA colleagues,

The Bulgarian Library and Information Association is both an applicant and a host institution for the ALP grant (Announced July 13th 2010, deadline for submission: Oct. 1, 2010).

The BLIA Board and the Executive Bureau is convinced that our new premises will be an excellent and most suitable place for conducting the workshop, proposed in our project.

Since July 2010, BLIA has a new headquarter, equipped with training facilities: a conference room of 50 sq. m with 30 seats and movable desks, wireless Internet, laptop, multimedia projector, white board, flipchart. Adjacent to the conference room is the reading room with 2 computer stations for BLIA's guests (members and other visitors), as well as plenty of professional magazines and monographs. The training facilities are designed to be the main location for the various activities of our Center for Continuing Education for Librarians.

The new headquarter is situated in a popular and communicative place in the capital city, between two hotels which could accommodate the workshops' participants.

Photo gallery from the official opening of the BLIA's new office is available at:

[http://www.lib.bg/index.php?option=com\\_content&task=view&id=492&Itemid=179](http://www.lib.bg/index.php?option=com_content&task=view&id=492&Itemid=179)

The new office with the four fulltime staff members became possible thanks to the grant by the America for Bulgaria Foundation. The Foundation supported our 4-year project called "Advancement and sustainable development of the library sector in Bulgaria". The project implementation started in March 2010. The application for ALP grant is part of our goal to bring more international expertise and global view of 21 c. leadership to a larger community of small towns' library leaders.

Sincerely,

Vanya Grashkina  
President of BLIA