

Terms of Reference (TORs)

Project Name: “Library on Wheels”

Partners: Chughtai Public Library & Akhuwat

1. Project Objective:

The main objective of this project is to make books and learning aids accessible to people at closer to their homes. The project “Library on Wheels” is a mobile library initiative which would expand the reach of a traditional library setup by transporting books to potential readers and providing library services to people in less privileged areas. This is a collaboration between Chughtai Public Library (CPL) and Akhuwat Foundation.

2. Project Scope:

Initially, a pilot project will be launched in Lahore with five mobile library sites. Based on learnings from the pilot, the project scope can be expanded to other cities of Pakistan.

3. Project Design (Technical):

3.1 Book Selection:

Each mobile library will have two kinds of book lists: one identical across all five mobile sites and one unique to every mobile site.

A book selection committee will be formulated comprising representatives from CPL & Akhuwat, as follows:

Sr. #	Name	Role
1	Dr. Mariam Chughtai	Convener / Chairperson
2	Ms. Huma Mirza	Co Convener
3	Raheel Maqbool	Member
4	Rehana Kousar	Member / Secretary

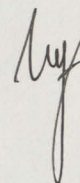
CPL’s usage statistics for general books would be compiled and selection will be made accordingly.

3.2 Book Acquisition:

CPL will utilize its current book collection for circulation through the mobile library sites. Additional books can be selected as per the recommendation of the book selection committee. CPL will bear the cost of the purchase of any books. Akhuwat will assist in getting discounts from publishers where possible.

3.3 Book’s Management:

- A branch library will be created in the database with the name of “Library on Wheels”



- ii. Akhuwat will assist in the process of getting Mobile Library book users to return books on time. If a book is not returned after repeated attempts it will be marked as withdrawn in the CPL database.
- iii. Books received from people as replacement of Mobile Library books will be entered with new accession numbers to keep track of all loses and replacements in the collection.

3.4 Book Lending/Circulation:

- i. Free CPL Library Membership cards will be issued to readers/ users.
- ii. This membership card will be connected with the main database through user's phone number or CNIC.
- iii. Card will be valid for one year.
- iv. Books will be issued for one week.
- v. Members will be given the option to return the book on next scheduled visit of the Mobile Library or at the nearest CPL Reading Room.
- vi. Akhuwat would facilitate CPL to develop a system to ensure maximum checkout and return of books.

3.5 Selection & Schedule of Routes:

- i. Mobile Library Routes will be planned within the range of 1 KM from five CPL Reading Room locations in Lahore.
- ii. Library on Wheels would visit every day on its specified routes to show the presence of this exciting project. Community librarian will spend a few hours on certain days of the week to complete office work associated with their Mobile Library site.

4. Branding & Marketing:

4.1 Designing of the Mobiles / Vehicles:

Both parties (Akhuwat & CPL) will share the ideas on interior designing of the vehicles and finalize the design with mutual consent.

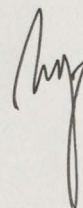
4.2 Publicity Brochure:

A publicity brochure will also be given to the members while giving them a CPL Library Card. This brochure would have the information about book donation drives and a book barter system.

4.3 Project Marketing:

Project marketing will include the following:

- i. Complimentary coverage through print and electronic media through CPL's & Akhuwat's platforms
- ii. CPL's social media including Facebook, Twitter, Instagram and YouTube.
- iii. Facebook pages of Pakistan Library Association, Department of Library Science Punjab University, Web TV's & blogger's sites and on different YouTube channels.
- iv. Any relevant forums through the Akhuwat or Chughtai Lab network



5. Recruitment of Community Librarians:

1. Community Librarians would be hired on the salary package equivalent to BPS 17 with some additional allowance. Preference would be given to the female candidates. The librarians would drive the rikshaws themselves.
2. Each community librarian would be expected to meet the targets assigned by the project management such as:
 - ✓ Number of monthly memberships
 - ✓ Number of book donations

6. Requirements for Project:

1. Customized Chingchi Loader Rikshaw or any other vehicle
2. Books (approx. 200 for each library)
3. Staff (One Librarian for each Mobile Library site "Library on Wheels")
4. Parking will be at the nearest Chughtai Public Library Reading Room sites.

7. Financial Responsibilities of Partners:

7.1 Chughtai Public Library:

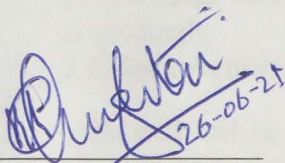
1. CPL will bear the cost of vehicles, books, and human resources.
2. CPL will take the main responsibility of running this project.

7.2 Akhuwat:

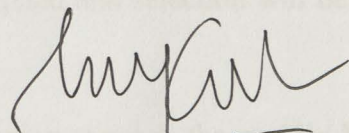
1. Akhuwat will facilitate in maximizing book returns, so as to minimize the financial loss of books that are not returned.
2. Akhuwat will use its Islamic Finance and AES networks for publicity and awareness raising.

Note: All terms of this TORs will remain flexible during the pilot project.

Signed by:



Dr. Mariam Chughtai
Director
Chughtai Foundation



Dr. Amjad Saqib
Executive Director
Akhuwat Foundation