Terms of Reference (TOR)

<u>Project Name:</u> **"Establishment of Library in Alkitaab School"**

<u>Partners:</u> **Chughtai Public Library** & **Helpline Foundation**

1. **Project Objective:**
   The main objective of this project is to promote reading culture by establishing a library in Alkitaab School & making books and learning aids available to the less privileged children of Alkitaab School.

2. **Project Scope:**
   Initially this project would be started in Alkitaab School, Abid town. However, it can be expanded to other schools of Helpline foundation depending on the output of this pilot project.

3. **Library Name:**
   This library would be named as Chughtai Public Library.

4. **Book Selection:**
   A book selection committee will be formulated for the selection of books comprising on the members from CPL & Helpline foundation. This committee will finalize the books for CPL's Library at Alkitaab School. Initially five hundred books will be kept in the library.

Sr. #	Name	Role
1	Dr. Mariam Chughtai	Convener / Chairperson
2	Asma Kiran (Manager Research & Dev. HEW)	Co Convener
3	Rehana Kousar	Member / Secretary
4	Ayesha Akram (kids librarian,CPL)	Member

5. **Type of Library:**

This would be a lending library.

6. **Membership & Lending Rules:**
   - Children have to get library membership before availing themselves of library services.
   - Membership would be free of cost.
   - Books will be issued for one week.
   - Failing in timely return, lending service will be suspended for one month for the defaulter student.
   - Every member student has to take clearance from the library before leaving the school.

7. **Library Management System / Database and Technical Work:**
   - ILS Koha will be used to catalogue the books. A link of this database would be provided by the Chughtai Public Library head office for its branch in Alkitaab School.
   - Dewey Decimal Classification (DDC) will be used to classify books.
   - Subject Heading would be assigned by using Library of Congress Subject Heading Scheme LCSH
   - Spine labels would be pasted on books for easy retrieval and book pockets and cards would be pasted on each book to be used for circulation of the books.

8. **Project Marketing:**

This project would be marketed through both organizations. CPL will declare and market it as its branch library and may receive book donations for this library in response to marketing.

9. **Requirements for Project:**
   - Wooden Partition between two rooms
   - False Ceiling and Paint
   - Electric Work & Fans
   - Fix Assets and furniture includes air conditioner, book racks, study tables, study chairs, computer table for librarian, laptop, printer, sign board, carpet, UPS with two batteries, CPL wall branding.
   - A human resource to manage the library from helpline foundation
   - Technical support from the librarians of CPL

10. **Roles / Responsibilities of Partners:**

   10.1 Chughtai Public Library:

1. CPL will bear the entire cost to set up the library at Alkitaab School.

2. CPL will provide the training and technical support to the library teacher (non-librarian) to run the library.
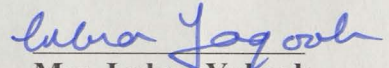
10.2 Helpline Foundation:

1. Helpline foundation will provide the space/room, internet connection and a human resource to manage the library.
2. Helpline foundation will take the responsibility of day to day maintenance work required in the library.

Signed by:

Dr. A. S. Chughtai
Founder
Chughtai Public Library

Mrs. Lubna Yakoob
Chair Person (HEW)
Helpline Education Wing