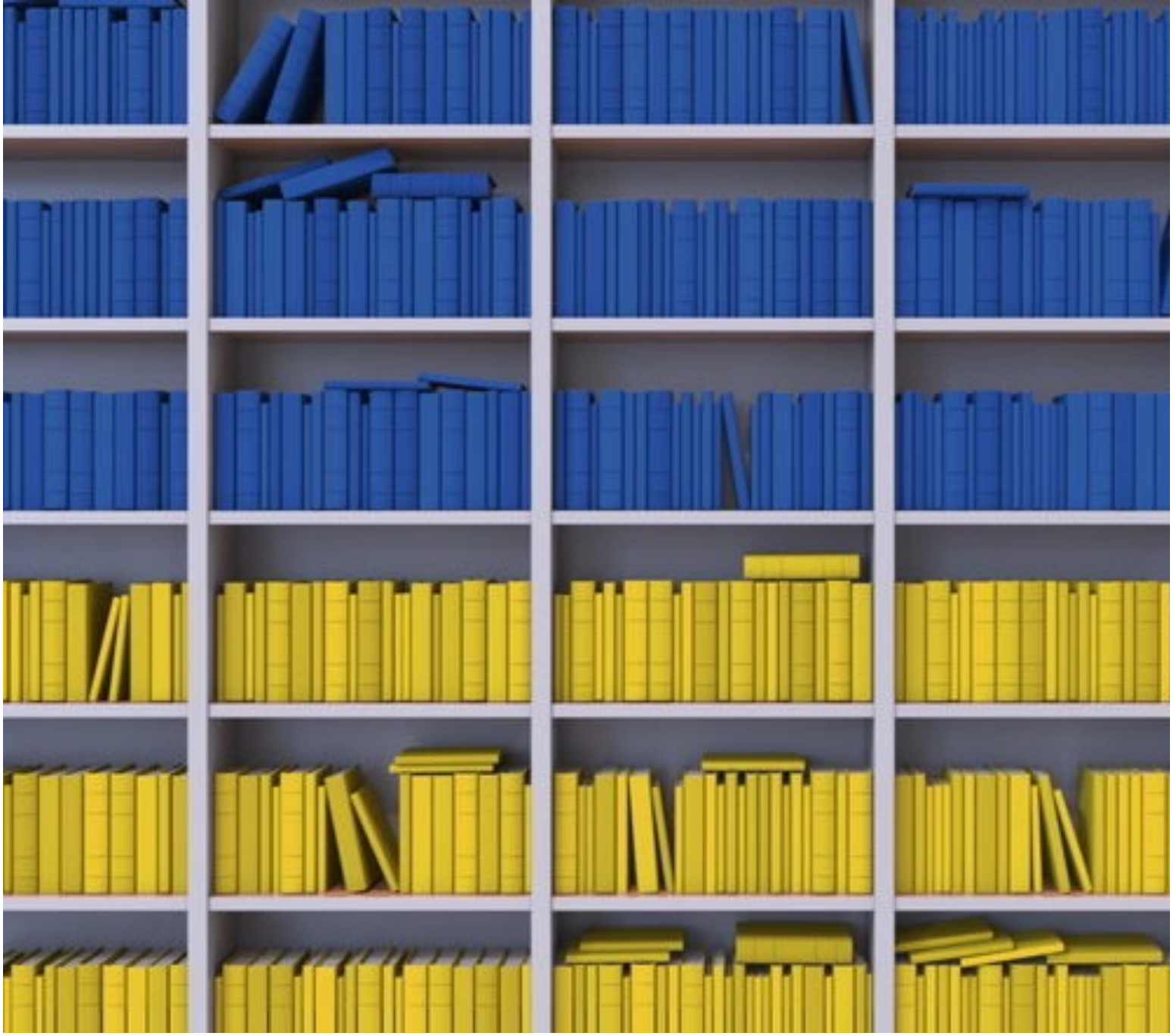

Library Tool Kit

Resources for requesting and ordering Ukrainian Books for US Libraries

Created by
The Ukrainian National Women's League of America

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“Books are a refuge.

For small kids reading is a peaceful and close moment with someone they trust: a fundamental sign that they are ok, they can spare a moment to smile together over a book.

For older children reading is a crucial mind opener; a huge empathy strengthening training; a great critical thinking lesson – which especially for teenagers is so immensely important!"

Maria Deskur,
CEO, the Universal Reading Foundation

INTRODUCTION

Welcome! **Привіт!**

We developed this tool kit to provide you resources for working with your local library to request the purchase of books related to Ukraine, including books in Ukrainian.

The first part of our tool kit includes a guide that will take you through the process of ordering books at your library. We've also compiled an outreach letter, a booklist & a Library Resource Guide (all linked here).

Our "US Libraries: Ukrainian Books" booklist includes Ukrainian Books sold by US-based vendors as well as established Ukrainian publishers. The list also features Ukrainian books in translation and English language books about Ukraine. To resolve the issue of book sourcing and payment our Library Resource Guide includes a wide list of booksellers, publishers, and vendors.

Although Ukraine has been in the news, some libraries have yet to partner with Ukrainian communities. You are a valuable resource to them in initiating these partnerships. As you use this tool kit, please let us know how it is received. Your feedback will help us refine our resources to strengthen our outreach.

Thank you!

Marianna Elizabeth Tretiak
Chair, National Advocacy Committee
UNWLA

MESSAGE FROM GABRIELLA

Libraries are an important resource for supporting refugee communities.

According to the Institute of Museum and Library Services (IMLS), more than 55 percent of new Americans use their public library at least once a week to access English language learning classes and citizenship and civic educational programs.

To better support these communities, the American Library Association launched the "Library Programs and New Americans" initiative. It encourages libraries to actively partner with new immigrant and refugee communities on purchases and programming.

Libraries are encouraged to work with community partners.

As a representative of the Ukrainian community, you are an important resource for your library.

If you have any questions or need help with your outreach, please reach out.

Слава Україні!

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BOOK ORDERING 101

01 Find Allies

Identify the person who orders books. Begin to cultivate a relationship with library.

02 Outreach

Reach out and connect. Express your desire for Ukrainian books and offer yourself as a resource

03 Fact Finding

Find out which vendors they use, their preferred order method and how best to submit requests.

04 Request Books

Share the books from our list which includes publishing information. Some libraries use aggregators who can obtain books from many distributors; others might want to order directly.

WORKING WITH LIBRARIES

Finding Allies: The Most Important Step

Some libraries accept book donations for their collection, some do not.

Some libraries accept financial donations tied to specific book collections, some do not.

Some libraries feel comfortable ordering from abroad using PayPal, credit cards or a wire transfer, some do not

There is no single way that all libraries do things.

The most important step of the outreach process is finding a librarian who will work with you.

WORKING WITH LIBRARIES

Unless your library already actively orders Ukrainian language books, or has a robust world languages team, requesting Ukrainian books may require building a new relationship with the library and the librarians.

FINDING ALLIES: HOW TO FIND THE RIGHT LIBRARIAN

ONLINE DIRECTORY

Use the library website to identify the right department or person to talk to. The library website may list staff responsible for specific areas, such as collections, reference, programming, outreach, etc.

The person you want to reach out to may be listed as **the "Library Collections Manager," or "World Languages Librarian."**

Smaller library systems may not have these specialized areas.

In this case, if your library has a **community** or **outreach librarian**, you may also want to copy them on the email or letter.

REACH OUT TO THE DIRECTOR

If you are not sure to whom to direct your question, you can always email the library director.

Tell them that you are a member of the Ukrainian community seeking to work with the library on the acquisition of Ukrainian books.

OUTREACH & REQUESTS

A well researched profile of your community and clearly worded appeal will go a long way to convincing people to collaborate.

Book Count

Check the Library's catalog to compare the number of Ukrainian books and Russian books in circulation. Use the catalog's "advanced search" options.

Community Size

What is the size of the Ukrainian Community that the library serves? Are there any refugees who use the library?

Ukrainian Language History

Why can't Ukrainians just read Russian books?

Most Americans have little knowledge of Russia's long history of Ukrainian language suppression. Nor do they grasp the current destruction of Ukrainian-language libraries in occupied territories.

Sharing Ukraine's history and its history of language suppression will go a long way to explaining why Ukrainian readers shouldn't be made to settle for Russian.

OUTREACH AND REQUESTS

Strategies for unfavorable responses

Don't feel Discouraged If the Library does not seem immediately receptive

Some may have challenges you are unaware of (staffing, budgeting, lack of awareness for language maintenance issues). Follow up if you haven't heard back and continue trying to initiate the conversation and collaboration

Escalate

If the librarian you reached out to was not the library director, send another email directly to the director explaining to them the importance of Ukrainian books to your community. You can also go in-person or ask to make an appointment with the library director.

If the library still is not receptive to ordering Ukrainian books, you can also address the library board, or copy your reply to the board. Library boards also hold meetings, and you can ask to be on their agenda as a community member. Some Ukrainian communities have made presentations directly to the library board to advocate for Ukrainian language materials.

UNDERSTANDING VENDORS

Understanding the way in which a library prefers to order and to pay for their acquisitions will help you to find the correct vendor for them.

Libraries Get Books Many Different Ways

For large and regular ordering, most prefer to use selected vendors. As public institutions, they may use purchase order systems which only deal with specific businesses.

Libraries may also choose not to use foreign vendors.

It's up to you to figure out what your library prefers.

Vendors

Not all large US vendors carry Ukrainian Books– but some now do. In addition, some US-based organizations have started including Ukrainian book lists and specific US-based Ukrainian book sellers have emerged.

As demand for Ukrainian Language books increases, so does vendor selection.

Our Sources

To make ordering and procurement easier and to provide the library with options, the books on our booklist include a variety of vendors, including US-based firms.

If your library prefers to order larger quantities or to develop a specific order, our Resource Guide features publishing houses and distributors who can assist in book selection.

NEXT STEPS

Once you've established a relationship with the key librarian, confirmed their support and ascertained their ordering system, now you can begin to order.

01. Select Books

Work with the librarian to select books to order. Share information about the community's interests and which books would get the most use.

Once your library is connected to a vendor, they will build their own acquisitions relationship with them and can sign up to receive emails listing recent publishing releases.

02. Offer to be a resource

Offer your help to the librarian if they need assistance with language or picking out future selections.

Plan bi-lingual events and cultural workshops to share Ukrainian language and culture with the library community

03. Keep Those Books Circulating!

Due to space constraints, library collections must remain relevant. Un-circulated books will eventually be sold to make space for new books. Keep track of Ukrainian collections and arrange for members to check them out.

LINKS TO RESOURCES

Each resource is hyperlinked – please click to connect.

UNWLA Tool Kit

UNWLA Introduction Letter
Sample Form Letter to send to Library/ Library Board

Booklist -- US Libraries; Ukrainian Books
Curated list of books with US/UKR vendors that have worked with US libraries. A library can also choose from this list and share the titles with their own vendor for procurement.

Library Resource Guide
Detailed and regularly-updated selection of a variety of book resources. **Includes links to US Based and Ukrainian Vendors. and Publishers**

Additional Resources

Booklist Folder:
Collection of Ukrainian Book lists – we don't vouch for availability of books or suitability of vendors.

Article

How Libraries and Bookstores Can Support Ukraine and its People

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