



Methodology and Procedure for Selection of Target Libraries – Stage 2009

840 libraries/245 municipalities applied for inclusion in Stage 2009. The selection of target libraries for Stage 2009 is based on:

- I. Respecting the guiding principles for the program
- II. Point-score evaluation of each library
- III. Verification that mandatory requirements for inclusion are in place
- IV. Taking into account strategic considerations
- V. Gradual composition of draft lists of target libraries by municipality and by administrative district, finalized by a joint draft list, approved by the Program Board.

I. Guiding Principles for the Program

- ⇒ Countrywide participation of as many libraries as possible
- ⇒ An effort to include different types of settlements
- ⇒ A balance between the objectives of higher population reach numbers on the one hand, and meeting the needs of smaller settlements on the other
- ⇒ Balanced geographical spread of target libraries
- ⇒ The suggestions for target libraries shall come from the local (municipal) level

II. Point-Score Evaluation of Applications

The evaluation score of applications for Stage 2009 is conducted according to a methodology, presented and approved by the Program Working Group at a meeting on 31 August 2009. Each library receives points based on the information presented in the application form. Two groups of indicators are scored:

Group 1. Indicators based on library statistics and activities

The execution of the library's main functions and its place within the community are evaluated on the basis of the completed application form. Indicators such as circulated materials, reach, library visits, library acquisitions, as well as work on projects and public campaigns are evaluated. The recommended point-score threshold in Group 1 for inclusion in the Program's Stage 2009 is 120.

Group 2. Demographic and socio-economic indicators

The potential of the library for broad and effective population reach is evaluated regarding the strategic considerations for selection of target libraries. Data is derived from national statistics. The following indicators are included in this group:

- size of population;
- category of the settlement where the library is located (according to the categorization of the Ministry of Regional Development and Public Works), which provides an outlook on the settlement's stage of development;
- age structure of the settlement's population (share of persons above active working age of the entire population, according to data from GRAO – the Bulgarian Civil Registration and Administrative Services Main Office);
- presence of school(s).

The points received in Group 1 and Group 2 are reviewed separately. Points in Group 1 form the initial ranking of libraries by municipality. Points in Group 2 are taken into consideration during the composition of draft lists of target libraries by administrative district and of a joint draft list of target libraries for the entire country.

III. Mandatory Requirements for Inclusion

- ⇒ Refurbished rooms and service premises for visitors of the library
- ⇒ Heating / air conditioning / ventilation in place – depending on the library premises and climate of the settlement
- ⇒ Desks and chairs depending on the desired computer work stations for users
- ⇒ Internet connectivity available at a minimum bandwidth of 512 kb/s

IV. Strategic Considerations for Stage 2009

- ⇒ Give priority to the 27 district libraries, provided they meet the mandatory requirements for inclusion
- ⇒ Give priority to libraries from ICT Package 2 (see detailed explanation on page 5) that are also envisaged to act as training centers
- ⇒ Avoid including 2 libraries from the same settlement except the 27 towns that are district centers
- ⇒ Analyze current demographic trends (point-score evaluation in Group 2) with regard to the library's potential to cover higher population numbers

V. Composition of a Draft List, Approved by the Program Board

The composition of the draft list went through the following stages:

1. Independent experts analyzed the applications and gave each library point-score evaluations in Group 1 and Group 2.
2. In close cooperation with the Program Management Unit (PMU) the experts composed draft lists by municipality, presenting libraries in descending order according to the points received in Group 1.

3. The draft lists by municipality, arranged in accordance with the methodology for point score evaluation were sent to the District Coordinators¹ for their review and consideration of their opinions. The objective of the review and consideration was to verify:
 - the adequacy of the point-score evaluation of applications according to the approved methodology;
 - the degree of libraries meeting the mandatory requirements.
4. In order to define more accurately heterogeneous data and verify the meeting of mandatory requirements, the PMU conducted site visits to 34 libraries and telephone verification of 20 more libraries.
5. On 10 and 11 September 2009 the PMU conducted a meeting with the District Coordinators in Sofia. Draft lists were prepared for each administrative district, taking into consideration the guiding principles, the mandatory requirements and the strategic considerations for selection of target libraries for Stage 2009. In line with the Program's guiding principles, the draft lists were expanded to include applications of libraries with point-score evaluations under 120, but which are ready and working.
6. The Program Working Group discussed the draft list of target libraries for Stage 2009 during meetings on 16 September and 24 September 2009.
7. The draft list of target libraries for Stage 2009 is subject to approval by the Program Board.
8. The inclusion of a library as a target one takes place after a decision for long-term support to the library is voted by the municipal council and a memorandum of understanding for cooperation on the Program between the Ministry of Culture, UNDP, the municipality and the chitalishte/library is signed. The library is regarded as de-facto included in the Program following a successful signature of the Memorandum of understanding. The Memoranda of Understanding are planned to be signed in the period from October to November 2009.

Draft List of Target Libraries – Stage 2009

In consideration of the guiding principles of the Program, the point-score evaluation, the mandatory requirements and the strategic considerations for Stage 2009, the PMU proposes a draft list, composed of the following libraries:

- **455** libraries, proposed for inclusion in Stage 2009;
- **63** backup libraries for Stage 2009;
- **322** libraries which are not proposed for Stage 2009.

The group of libraries **proposed for Stage 2009** includes:

- All district libraries;

¹ The Program has 28 District Coordinators – one in each administrative district of the country.

- Libraries which are proposed as target ones after applying the point-score evaluation under Group 1, in accordance with the “one library per municipality” rule and after consultation with the District Coordinators;
- Libraries, which after scoring are proposed for inclusion as an additional library in the respective municipality due to their high point-score evaluation and after consultation with the District Coordinators;
- Libraries which are proposed for inclusion by the District Coordinators. Some of these libraries have a point-score evaluation under 120 points due to problems in maintaining library statistics, but are nevertheless recommended for inclusion as libraries which work well.

The **reserve libraries group for Stage 2009** includes libraries which are ready for inclusion in Stage 2009 but are identified as reserves after a discussion with the Program Working Group and after applying the Program’s guiding principles and strategic considerations, due to:

1. low size of population and/or low point-score evaluation under Group 2 of the methodology;
2. aggregation of more libraries in one and the same municipality.

The group of libraries which are **not proposed for Stage 2009** includes:

- libraries which, according to the information from the application forms, District Coordinators and the verifications conducted by the PMU, do not fully meet the mandatory requirements as of September 2009;
- libraries with low scores under Group 1 – the average score of such a library is 101,26 points, with a recommended threshold of 120 points;
- libraries which meet the requirements according to the application forms but are not fully in line with the guiding principles and strategic considerations for Stage 2009 (balanced geographical spread and libraries' potential for broader population reach).

Distribution of Applications for Stage 2009 by District

DISTRICT		Applications by libraries	Libraries proposed for Stage 2009	Reserve libraries for Stage 2009	Libraries which are not proposed for Stage 2009	% of applications which are proposed for Stage 2009
1	Blagoevgrad	52	20	3	29	38%
2	Burgas	33	20	0	13	61%
3	Varna	28	20	3	5	71%
4	Veliko Tarnovo	41	20	5	16	49%
5	Vidin	22	15	1	6	68%
6	Vratsa	42	23	3	16	55%
7	Gabrovo	10	9	1	0	90%
8	Dobrich	28	10	3	15	36%

DISTRICT		Applications by libraries	Libraries proposed for Stage 2009	Reserve libraries for Stage 2009	Libraries which are not proposed for Stage 2009	% of applications which are proposed for Stage 2009
9	Kardzhali	19	12	0	7	63%
10	Kyustendil	18	8	0	10	44%
11	Lovech	28	18	2	8	64%
12	Montana	41	15	4	22	37%
13	Pazardzhik	40	21	5	14	53%
14	Pernik	16	9	1	6	56%
15	Pleven	55	19	1	35	35%
16	Plovdiv	35	27	2	6	77%
17	Razgrad	21	14	5	2	67%
18	Ruse	34	19	6	9	56%
19	Silistra	36	14	6	16	39%
20	Sliven	15	15	0	0	100%
21	Smolyan	38	18	3	17	47%
22	Sofia City	11	10	0	1	91%
23	Sofia District	43	27	0	16	63%
24	Stara Zagora	45	19	1	25	42%
25	Targovishte	15	7	2	6	47%
26	Haskovo	18	11	3	4	61%
27	Shumen	33	20	1	12	61%
28	Yambol	23	15	2	6	65%
TOTAL		840	455	63	322	54%

The table below presents the planned ICT equipment (the so-called ICT package) by type of library.

ICT Package	Type of Library	Equipment
1	District libraries which are envisaged to work as Program organizational and training centers	10 workstations for users 5 workstations for library staff 10 workstations for training lab periphery equipment*
2	Chitalishte and municipal libraries in settlements with population above 5,000 people and available space for ICT equipment of at least 36 sq. m. Envisaged to work as Program training centers	12 workstations for users 2 workstations for library staff periphery equipment
3	Chitalishte libraries in settlements with population between 2,000 –	7 workstations for users 1 workstations for library staff

ICT Package	Type of Library	Equipment
	5,000 people and available space for ICT equipment of at least 24 sq. m.	periphery equipment
4	Chitalishte libraries in settlements with population between 1,000 – 2,000 people and available space for ICT equipment of at least 18 sq. m.	5 workstations for users 1 workstations for library staff periphery equipment
5	Chitalishte libraries in settlements with population below 1,000 people and available space for ICT equipment of at least 12 sq. m.	3 workstations for users 1 workstations for library staff periphery equipment
6	Libraries with space from 6 to 11 sq. m., without regard of the settlements' size	2 workstations for users 1 workstations for library staff periphery equipment

* The periphery equipment consists of printers, copy machines, scanners, multimedia projectors and etc.