



Latvijas Nacionālās komisijas
tīkls

"Stāstu bibliotēkas"

REGULATION
of the Network of "Storytelling Libraries"
by the Latvian National Commission for UNESCO

2013

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Information about the Network of "Storytelling Libraries"
by the Latvian National Commission for UNESCO

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1. Network of “Storytelling Libraries” by the Latvian National Commission for UNESCO

- 1.1. Network of “Storytelling Libraries” by the Latvian National Commission for UNESCO (hereinafter in the text referred to as the LNC for UNESCO) is the network of Latvian libraries established to promote informal education in the field of heritage through storytelling as a significant part of intangible cultural heritage.
- 1.2. Network of “Storytelling Libraries” by the LNC for UNESCO (hereinafter in the text referred to as the Network) is developed and maintained by the LNC for UNESCO in cooperation with the heritage, traditional culture and storytelling experts involved.
- 1.3. Network is a special cooperation and experience sharing platform of Latvian libraries, wherein a wide range of activities dedicated to the cultural heritage and the tradition of storytelling are implemented.
- 1.4. Network of “Storytelling Libraries” by the LNC for UNESCO has the following objectives:
 - 1.4.1. to promote experience sharing among the libraries of the Network in gathering information, studying the local heritage and provision of accessibility to the information;
 - 1.4.2. to improve the methodological knowledge in maintaining, preserving and developing the tradition of storytelling;
 - 1.4.3. to promote the improvement of personal storytelling skills of the participants involved in the Network, the knowledge on activities of the UNESCO and the heritage in Latvia, as well as the exchange of experience interacting with the local community in the promotion of intergenerational dialogue and studying the local heritage.
- 1.5. The composition of the libraries involved in the Network is renewed once in four years, publishing official information on the opportunity for every library of Latvia to submit an application to join the Network in the websites of the LNC for UNESCO www.unesco.lv and www.stastubibliotekas.com.
- 1.6. The number of libraries involved in the Network of “Storytelling Libraries” by the LNC for UNESCO is unlimited.
- 1.7. Public access to the information and the operation of the Network is provided by the LNC for UNESCO, incl., maintaining the website specifically designed for the purpose of the Network www.stastubibliotekas.com.

2. Activity of the Network of “Storytelling Libraries” by the LNC for UNESCO

- 2.1. In order to ensure the operation of the Network, the LNC for UNESCO:
 - 2.1.1. promotes the Network value as a joint cooperation and exchange of experience platform of Latvian libraries, and the recognizability of their activities in Latvia;
 - 2.1.2. provides some information on the areas of activity and the heritage programmes of the UNESCO in Latvia, and invites to get involved in the initiatives organized by the LNC for UNESCO;

- 2.1.3. provides methodological information on promotion, preservation and further transfer of the local heritage and storytelling traditions to the Network libraries within the scope of its abilities in cooperation with the experts involved;
 - 2.1.4. promotes the recognizability of the Network in Latvia, providing broad information on the role of libraries in gathering information about the local heritage and promotion of the storytelling traditions to the Latvian public;
 - 2.1.5. does not assume any liability for the content of the subject-matters of the activities implemented by the member libraries of the “Storytelling Libraries” by the LNC for UNESCO;
 - 2.1.6. organizes seminars dedicated to the exchange of experiences, improvement of knowledge and skills according to the available budget of the LNC for UNESCO within the framework of the Network at least once a year;
 - 2.1.7. maintains the electronic cooperation platform for constant exchange of information on the activities, the progress of storytelling events organized by the libraries within the framework of the Network, and some positive examples for the purpose of promotion of sharing experiences;
 - 2.1.8. grants a right to use the logo of the Network of “Storytelling Libraries” by the LNC for UNESCO to the libraries part of the Network according to the conditions for the use of the logo;
 - 2.1.9. provides recommendations for the activities organized by the libraries involved in the Network, where the attraction of external funding is needed, provided that the activities comply with the objectives and topics set in the Network;
 - 2.1.10. contributes to the involvement of libraries part of the Network in the international initiatives within the scope of its capability.
- 2.2. Whereas, the “Storytelling Library” involved in the Network:
- 2.2.1. organizes regular events dedicated to studying the heritage and storytelling tradition in the library or outside its premises, libraries having a free choice of the most suitable process, topic, format and target audience of their events;
 - 2.2.2. provides the availability of information and its distribution to the local community and regional media on the activities organized within the framework of the Network;
 - 2.2.3. involves the local community in improvement of their storytelling traditions and contributes to further transfer of mutual knowledge and skills as much as it is possible;
 - 2.2.4. promotes the intergenerational dialogue in the events dedicated to the storytelling traditions and encourages the inhabitants of the county to study the local heritage through the storytelling tradition;
 - 2.2.5. informs the LNC for UNESCO and other libraries involved in the Network of any events or activities planned, contributing to mutual exchange of experience and the distribution of good practice examples;

- 2.2.6. develops and sends a report on the events and activities implemented to the LNC for UNESCO till 1 December of every year, as much as it is possible supplementing the report with any visual, audio or video materials;
- 2.2.7. within the scope of its possibilities and capacity, according to the knowledge obtained and skills improved, within a period of four years:
 - 2.2.7.1. develops a minimum of one video material on the basis of the principles for documentation of intangible cultural heritage;
 - 2.2.7.2. conducts a minimum of one master class to the libraries involved in the Network in order to share experience about the activities completed within the framework of the Network, on the request of the LNC for UNESCO;
 - 2.2.7.3. plans and implements a minimum of one event according to the selected topic, where as much as it is possible other libraries of the Network are involved in cooperation with the LNC for UNESCO;
 - 2.2.7.4. gets involved in a minimum of one initiative of international scale within the scope of its capacity in cooperation with the LNC for UNESCO.

3. Submission and Assessment of Application Forms

- 3.1. Any library of Latvia, which has undertaken to implement a wide range of activities in addition to the set routine of Latvian libraries, can submit its Application Form to join the Network of "Storytelling Libraries" by the LNC for UNESCO.
- 3.2. Network is extended and new libraries are admitted once in four years – starting from 2009 according to the information published in the websites of the LNC for UNESCO www.unesco.lv and www.stastubibliotekas.com.
- 3.3. During the extension phase of the Network, the current member libraries of the Network of "Storytelling Libraries" by the LNC for UNESCO submit a renewed Application Form, reconfirming their determination and interest in acting during the next period of four years.
- 3.4. Application Form to join the Network of "Storytelling Libraries" consists of several parts:
 - 3.4.1. Filled-in Application Form (Annex 1 to the Regulation);
 - 3.4.2. Activity Plan for the promotion of heritage and the storytelling traditions for one calendar year (Annex No.2 to the Regulation);
 - 3.4.3. A letter of support issued by the municipality of the county, where the library is located.
- 3.5. The original copy of an Application Form together with its Annexes signed by a head librarian should be sent till the time of its submission to the Latvian National Commission for UNESCO, 4-206 Pils Laukums, Riga, LV-1050, and the electronic version should be sent by e-mail to office@unesco.lv.
- 3.6. LNC for UNESCO registers the submitted Application Form and checks the content of the Application Form. In the event of any shortage in the Application Form, the LNC for

UNESCO sends a request to the Applicant asking it to provide the required information needed to forward the Application Form for further assessment.

- 3.7. Application Forms are assessed according to the formal requirements and the assessment criteria of compliance set in the Regulation of the Network of “Storytelling Libraries” by the LNC for UNESCO.
- 3.8. The content submitted according to the Application Forms of libraries is assessed by the Commission, consisting of a coordinator of the Network of “Storytelling Libraries” by the LNC for UNESCO and two invited experts of the sector, established according to a direction taken by the Secretary-General of the LNC for UNESCO.
- 3.9. According to the decision of the Assessment Commission, the Secretary-General of the LNC for UNESCO names the libraries, which have been granted the name of the Network of “Storytelling Libraries” by the LNC for UNESCO for a period of four years.
- 3.10. LNC for UNESCO notifies every Applicant personally of the decision taken by the Secretary-General of the LNC for UNESCO on including or refusal to include in the Network.
- 3.11. The list of libraries included in the Network is published in the websites www.unesco.lv and www.stastubibliotekas.com.

4. Criteria for Assessment of Application Forms

- 4.1. Criteria for the assessment of Application Forms are developed according to the objectives and principles of activity set in the Regulation of the Network of “Storytelling Libraries” by the LNC for UNESCO.
- 4.2. There are 3 main criteria taken into account to assess the Application Forms:
 - 4.2.1. Purpose of getting involved by a library;
 - 4.2.2. Motivation of a library to join the Network;
 - 4.2.3. Activity Plan for the promotion of heritage and the storytelling traditions for one calendar year (Annex No.2 to the Regulation).
- 4.3. When assessing an Application Form, the information on any prior activities of a library is also taken into account:
 - 4.3.1. Prevailing topics, scale and target audience of the activities implemented;
 - 4.3.2. Place and periodicity of events;
 - 4.3.3. Availability of the events organized.
- 4.4. The following criteria are also taken into account by the Assessment Commission of Application Forms:
 - 4.4.1. Prior connection or involvement in the activities organized by the LNC for UNESCO;
 - 4.4.2. Prior involvement in other significant regional, national or international scale projects.

5. Granting the Name of the Network of “Storytelling Libraries” by the LNC for UNESCO

- 5.1. A decision on granting the name of the Network of “Storytelling Libraries” by the LNC for UNESCO is taken by the Secretary-General with a direction based on the opinion of the Assessment Commission established by the LNC for UNESCO about the application form submitted by a library.
- 5.2. Granting the name of the Network of “Storytelling Libraries” by the LNC for UNESCO provides an opportunity to a library to use a logo developed for this particular purpose, indicating that the activities for promotion of the heritage and storytelling traditions are implemented in cooperation with the LNC for UNESCO.
- 5.3. The name of the Network of “Storytelling Libraries” by the LNC for UNESCO does not provide any direct financial support to the library from the LNC for UNESCO for the implementation of activities planned within the framework of the Network.
- 5.4. LNC for UNESCO informs an applicant on granting or refusal to grant the name of the Network of “Storytelling Libraries” by the LNC for UNESCO within a period of one calendar month upon assessment of the application form.
- 5.5. Secretary-General of the LNC for UNESCO can take a decision to remove a library from the Network of “Storytelling Libraries” by the LNC for UNESCO:
 - 5.5.1. if the library has terminated its activity legally;
 - 5.5.2. if the LNC for UNESCO has not received a report on the events organized by the “Storytelling Library”;
 - 5.5.3. if the “Storytelling Library” has decreased its activity for the purpose of meeting the common objective of the Network significantly or stopped to organize the activities according to the objectives of the Network.

6. Use of Logo of the Network of “Storytelling Libraries” by the LNC for UNESCO

- 6.1. Latvian National Commission for UNESCO sends an electronic version of the logo of the Network of “Storytelling Libraries” by the LNC for UNESCO to the e-mail address of the library involved in the Network no later than two months upon the notification of results.
- 6.2. Library involved in the Network is entitled to use only the logo of the Network of “Storytelling Libraries” by the LNC for UNESCO.
- 6.3. Libraries involved in the Network are asked to use the granted logo within the institution, in the decoration of events, the development and distribution of informative materials, in the printed or electronic publications developed by libraries, in their website linked with the respective websites, presentations, press releases and other materials of the LNC for UNESCO, meeting the objectives and corresponding with the topics of the activities organized within the framework of the Network.
- 6.4. Logo can be used in the informative materials, both in printed and digital form ensuring that there is a following reference provided: “The sole responsibility for the content of the published information lies with its authors, and it does not always reflect the official opinion of the UNESCO”.
- 6.5. The granted logo cannot be used for commercial purposes. Some exceptions can be made provided that it is planned to use the income for the purpose of meeting the

objectives set for the planned activity within the framework of the Network. If this is the case, a library should receive a written consent from the LNC for UNESCO.

- 6.6. As much as it is possible a library notifies the LNC for UNESCO of any use of the logo.
- 6.7. In the event of developing any informative materials, a library provides a minimum of three copies of all printed publications (books, booklets, DVDs, CDs or in any other formats), and/or the materials published in electronic form, where the logo of the Network of "Storytelling Libraries" is used, to the LNC for UNESCO.

7. Coming into Effect of the Regulation and Amendment Procedure

- 7.1. Regulation is approved according to a decision taken by the Assembly of the LNC for UNESCO and it comes into effect from the date of taking the decision.



Apvienoto Nāciju
Izglītības, zinātnes
un kultūras organizācija

Latvijas Nacionālās komisijas
iniciatīva

"Stāstu bibliotēkas"

Approved according to the decision No.12 of 24 May 2013
by the Assembly of the Latvian National Commission for UNESCO

Annex No.1
Application Form

APPLICATION FORM

To join the Network of "Storytelling Libraries" by the National Commission for
UNESCO

1. APPLICANT
1.1. Information about the library
Name:
Legal status:
Address:
Website:
Name, surname of the head librarian:
Phone:
E – mail:
Number of employees in the library:
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> more than 4
1.2. Information about the contact person
Name, surname:
Position:
E – mail:
Phone:
Free time interests, skills, hobbies:

2. INFORMATION ABOUT THE ACTIVITIES IMPLEMENTED BY THE LIBRARY
2.1. Prior connection or involvement in the activities organized by the LNC for UNESCO
2.2. Prior involvement in significant regional, national or international scale projects (up to 150 words)
2.3. Prevailing topic and a short description of the events organized (up to 150 words)
2.4. Periodicity of events:
Once a month and more often <input type="checkbox"/> Once in four- five months <input type="checkbox"/> Once a year <input type="checkbox"/> Once in two-three months <input type="checkbox"/> Once in half a year <input type="checkbox"/> Comments:
2.5. Place(s) of events:
2.6. Scale of the events and activities organized
Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/>
2.7. Target audience of the events organized
Children <input type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Comments:
2.8. Availability of the events organized
Publicly available <input type="checkbox"/> Private <input type="checkbox"/> Comments:

3. INFORMATION ABOUT THE PLANNED ACTIVITIES AND INVOLVEMENT IN THE NETWORK
3.1. Purpose of the planned involvement (up to 100 words)
3.2. Motivation to join the Network (up to 100 words)
3.2. Expected benefits (up to 100 words)
3.3. Topics interested within the scope of activity of the Network (up to 50 words)

Provide the following documents with your Application Form:

- Activity plan (supplement the description with some information on the objectives and process of activity, the estimated number of participants, target audience, the public relations plan and cooperation partners, including the materials, where it is planned to use the logo of the Latvian National Commission for UNESCO;
- A letter of support issued by the municipality of the county, where the library is located.

We have agreed with all requirements of the Regulation on the activities of the Latvian Network of Libraries "Storytelling Libraries", and it is hereby certified that all the information provided in the Application Form is true to the best of my knowledge.

Date _____ Signature of the Head Librarian _____



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Annex 2
Activity Plan

ACTIVITY PLAN FOR THE PROMOTION OF HERITAGE AND THE STORYTELLING TRADITIONS IN THE YEAR _____

(Name of Library) _____

No.	Date, Place, Name of Event	Objective and Short Description of Event	Participants of Event (Storytellers)	Target Audience and Estimated Number of Participants	How is the information distributed before the event?	How is the information summarized and distributed after the event?
1.						
2.						
3.						
4.						
5.						