



Content and quality criteria for the Human Library 2018

Classic Human Library events:

Typically public at libraries, festivals or other open spaces.

Content volume:

No less than 10 very different people to represent groups in the community that are stigmatized based on our pillars of prejudice, preferably from at least 6 of the 10 pillars.

Diversity in content:

It is imperative that a book collection for an event always carries content from no less than six different pillars of prejudice.

Staffing requirements:

The amount of staff/librarians can vary depending on the amount of books and readers attending the event. However, we require at least four librarians at each event.

Books:

TC/ A Human Book is a volunteer to challenge prejudice through respectful conversation. Only books who have experienced prejudice due to issues such as race, sex, age, disability, sexual preference, gender identity, class, religion/belief, lifestyle choices or other aspects of who they are can be a book. The title of the book should reflect this in order to challenge the reader to reflect on the stigmatization that occurs. When recruiting the books, remember that all new books must be transferred to an editor. The editor will assure the quality of our publications and help get the books ready for publication. When you have a list of topics you want to publish you need to send that list to the Human Library Organization for approval. Use secretariat@humanlibrary.org to submit your list of literature.

Level of training requirement for books:

It is required that each book goes through a 3-4 hour training course with a built-in test reading session. The purpose of the training is to make the books familiar with their role, the different formats, to test their content in a live session and to help them get their content, their boundaries and communication techniques in place. Use the Training Course Master that we offer in the toolbox as a starting point.

**Librarians:**

TC/ The librarian makes sure that readers are matched properly with books and that all feel well served. During an event the functions can broadly be divided into book depot administration, presenting our literature and matching readers with books, explaining the guidelines and framework, ensure the proper registration of loans, filling out library out library cards and answering a bunch of questions. But most importantly they are caretakers for our books and make sure all books are doing well and have what they need.

Level of training requirements for librarians:

It is required that all librarians goes through a standardized training course aimed for the librarians. The purpose of the course is to ensure that all librarians know how to stage Human Library events in compliance with the Human Library concept and methodology. Furthermore how to communicate the concept and mission to the reader and general caretaking of the books. Use the Human Librarian Training Course master in the toolkit as a starting point.

Balance of content:

Ideally, we have a gender and age and content spread that ensures that there is something for everyone on the bookshelf. Over time a mix of experience and new books will also add another dimension. Please try to ensure that there is a balance in gender and age and ability among the people who are involved as volunteers with the Human Library.

Caretaking for books:

It is important that a designated librarian takes care of pick-up of the books and their experiences after each loan. We always recommend a small break between each loan, if possible. Partly to allow the book to collect themselves, use the restroom etc. But also because the librarian needs to have a short talk with each returned book, in order to make sure that the book is doing okay and feeling able to host another reading.

Conditions for participation:

A Human Library event should preferably be open for all and it is important that the reading is free of charge. We do not allow charging readers for the service. If this is you only means of financing the event you need to contact the secretariat and find a solution.

Evaluation/Monitoring:

All marketing materials created for the event need to carry our trademarked logo as reference to source and we ask that you send us copies for our files. It is also important that you implement our evaluation kit in your work as an organizer. The evaluation kit consists of four different



questionnaires. An Author's epilogue to be filled out by the books after an event. Reader review is to be filled out by the readers after an event. Event review is to be filled out by the organizers after an event and submitted to the secretariat. The annual evaluation is to be filled out only by those holding an annual license.

Rights of readers:

Readers have the right to borrow a book if they are sober, sincere, respectful and in suitable clothing. Readers have the right to finish the loan and return a book at anytime during the session. Readers can only borrow one book at a time.

Rights of books:

Books are allowed to stop a loan at anytime for any reason. Librarians are there to help books and can assist in ending the conversation if needed.

Duration of events:

If hosting a public Human Library event in a library or on a campus we do not recommend an event run time below three hours. So to allow the last loans to go out 20 minutes before closing time. This will allow time to have some readings, a break and to meet some of the other books. We recommend four hour events in public spaces.

Duration of a reading/loan:

We ask that all loans are allowed up to 30 minutes for the conversations to properly unfold. Less than 20 minutes is unacceptable and something we do not allow. Please note that we do not recommend 20 nor 25 minutes for classic over the counter Human Library events.

Online marketing:

Use your different social media platforms to promote your event. For your HL event it is required that you create an official Facebook event. When you create the event on Facebook it is important that you to make the Human Library Organization as co-host on the event as it creates organizational visibility. Furthermore, it is required that you insert the official HL logo on all of the materials you publish on the social medias.

Funding/Sponsors:

Please refrain from contacting any corporate sponsors or seek out any kind of sponsoring beyond those given in-kind. If you have doubts about funding models for your event contact the secretariat and we can provide guidance.