

Libros for Oregon: Participant Timeline 2019

APPLICATION

February 2019: Watch for the call for applications (applications accepted March 1-April 30)

March 1-April 30: Applications accepted (**April 30 = Applications final deadline**)

By May 20: LfO notifies successful applicant libraries and Travelers; confirms participation.

By May 28: The 8 participating libraries and 2-3 Travelers will be announced.

RESPONSIBILITIES OF THE 3 TRAVELERS

Travelers will be mentored and coordinated by a seasoned LfO Traveler.

By June 30: Travelers must become individual ALA members

Travelers must have a valid passport. Travelers should apply for the [ALA-FIL Free Pass](#) program.

Note: The Free Pass program takes care of booking travelers' hotel rooms at the business hotel. When applying for the program, travelers indicate roommate preference (either a specific person; a preference to room alone, in which case the program covers only 3 nights; or a willingness to let the program assign a roommate)

By July 20: Travelers should book their flights

- Travelers should plan to work at least Sunday-Wednesday at the FIL
- Travelers should include at least one "buffer" travel day at the front end of the trip to absorb possible travel delays

By July 31: Travelers should apply for the FIL \$100 rebate

By October 15: The 3 Travelers should connect (at least by phone) to coordinate travel plans & strategize for the FIL

Late November (often the last week): Travelers attend the FIL: mostly likely the Sunday-Wed

RESPONSIBILITIES OF ALL PARTICIPATING LIBRARIES

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By September 30: Libraries must submit Outreach Plans (using the Outreach Planning Tool) and Purchase Request forms (these forms will be sent to participating libraries in advance)

(Late November: Travelers attend the FIL: most likely the Sunday-Wed)

By mid-January 2020: Libraries can expect to hear about the status of their ordered books.

By late January 2020: Libraries should receive their book orders and invoices.

Winter/spring/summer: Libraries should enact their Outreach plans

Late April 2020: LfO presence at OLA (LfO participants may be invited to share their experiences in a panel or poster session)

By August 31, 2020: LfO participants submit Outreach reports

FIL TIMELINE (for your information)

Last week in November: Travelers attend the FIL: most likely the Sunday-Wed

Typically we work with a vendor called Multicultural Books and Videos (MCBV). Here is their typical Fair timeline:

- Late the week before the Fair: Arrive in Guadalajara, meet with their scores of assistance and on-the-ground coordinators.
- Saturday-Wednesday at the Fair: Work with their many clients, employing a cadre of assistants to help all the librarians on the floor.
- Tuesday night of the Fair: ideally, all clients have wrapped up purchasing.
- Wed-Sat of the Fair: work with scores of publishers, gathering up the materials earmarked by their clients and paying for them.
- First week or so of December: Rent a house as their headquarters in Guadalajara, work madly on accurately packing up all the boxes of books.
- By around December 10: Ship out in trucks; wait for clearance at the border.
- By around December 17: Arrival at the MCBV warehouse/headquarters in Michigan.
- (Closed for holidays approx. 12/23-12/31)
- First week of January: Sorting, inventorying, repacking.
- By about January 6: shipping out to libraries.

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