



SPODBUJAMO  
E-KROŽNO

# Set up a library of things!

A handbook for the successful establishment  
and management of a library of things



# WELCOME TO THINGS!

In this handbook, we present step-by-step instructions for setting up a library of things and examples of good practices for managing it. The information will assist you in establishing a library of things that is both effective and appealing.

ENJOY THE HANDBOOK!

The handbook was published as part of the Life project Turn to e-circular LIFE18 GIE/SI/000008. The aim of the project is to inform consumers and encourage them to adopt concepts of reuse, repair and sharing instead, of buying and recycling the appliances. In the handbook, we focused on the concept of sharing the appliances. The handbook was prepared in cooperation with Knjižnica Reči (Library of Things Ljubljana).

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










REPUBLIC OF SLOVENIA  
MINISTRY OF THE ENVIRONMENT,  
CLIMATE AND ENERGY

ZEOS



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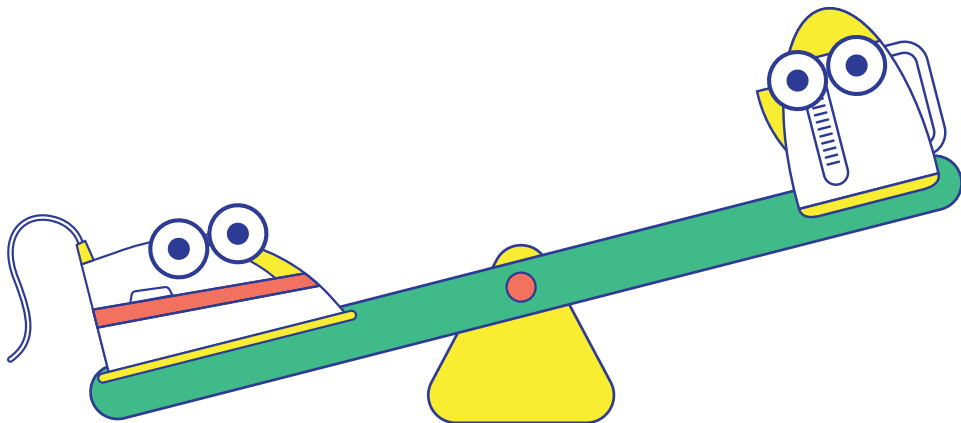
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# 1. LIBRARIES OF THINGS IN SHORT



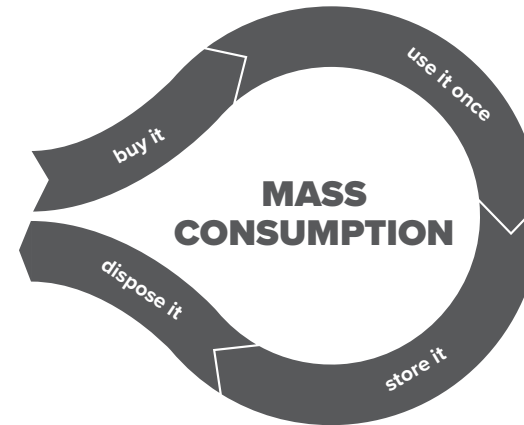
Sharing didn't start with libraries of things. We have always borrowed books, there are bicycle rental places, and we can also share clothes, sports equipment and seeds. Why not borrow an electric drill, too? According to research, the average household uses a drill for only 15 minutes a year. If we think about the amount of energy and natural resources used to make a drill, we come to the conclusion that sharing is not only welcome, but essential.

A library of things is a place where you can borrow many kinds of things, either for fun or work. It operates like a regular library, but instead of books, you share and use other household items. On their shelves, they mainly offer items that the average user needs only occasionally.

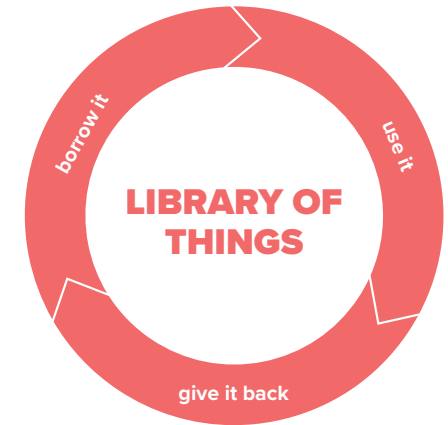


## THE AIM OF LIBRARIES OF THINGS

They bring the principles of sharing and co-use closer to the community and provide a reliable and economical alternative to traditional consumption.



- expensive lifestyle
- takes up more space
- more waste



- + saves money
- + large assortment of items
- + environmentally friendly

## BENEFITS FOR USERS

- By sharing, we save money, since we do not have to buy a lot of items.
- By sharing, we save space which would otherwise be used for storing items.
- By renting, we can try out the item before deciding to buy it. With this, we ensure that the purchased item is frequently used.
- Through the personal experience of sharing, we learn about the benefits that co-use brings to the environment and society.

## BENEFITS FOR THE ENVIRONMENT AND SOCIETY

- Each rental of an item contributes to a better use of the natural resources that were used in its production. At the same time, it reduces the possibility of the object ending up in the waste prematurely.
- Individuals from socially weaker backgrounds have the opportunity to use items that they would otherwise not be able to afford.
- It educates children and young people, with concrete examples, about environmental protection and alternatives to traditional consumption.
- Builds trust between people and thereby strengthens community and mutual aid.
- Together with related initiatives (repair cafe, reuse centres, packaging-free stores), it helps municipalities achieve environmental and sustainability strategies.

## OPINIONS OF SUPPORTERS AND SHAREHOLDERS OF ALREADY ESTABLISHED LIBRARIES OF THINGS

photo: ZEOS, d.o.o. archive



»As a company that works in the context of extended producer responsibility, ZEOS has ploughed the fallow ground in the field of circular management of e-equipment. With the project Life Turn to e-circular, co-financed by the European Commission and the Ministry of Environment and Spatial Planning of the Republic of Slovenia, we promote services and products that extend the lifespan and use of e-devices. In addition to reuse and repair, product sharing is the best way to keep materials in circulation and protect natural resources. The fact is that we are a consumer society therefore the sale of electronics is increasing year by year. As a result the amount of e-waste is also increasing, and part of that waste also includes fully functioning devices. That's why we want people to recognise the benefit of sharing and exchanging appliances and thus extend the life of those items that would otherwise have been sent for recycling. The establishment of a sharing community encourages consumers to use appliances wisely, while at the same time it is promoting social values and opportunities for the expansion of an inclusive economy.«

**Emil Šehić, director, ZEOS, d.o.o.**

»Whenever I am asked to say something prophetic, I express my belief that the future of cities will surely be based on co-use concept. They will be based on a barter economy and a borrowing culture. The barter economy will promote the exchange and sharing of goods, products and means of production. In such future, rental shops will become branches of a new way of sustainable living. This will provide us with the possibility of self-sufficiency and self-help based on the direct exchange of goods and services and the exchange of knowledge. The establishment and development of collective ownership of useful items and tools as needed and for a certain period is the simplest alternative to excessive consumerism, which results in the constant exchange of items and products that are still useful, that could be repaired, processed and reused with another purpose. The possibility of organised borrowing therefore helps extend the useful life of products and increases their use through mass sharing. This strengthens the feeling of belonging to a responsible community that lives with the survival of future generations in mind. Rental shops are also particularly important because they enable people, in addition to saving for seasonal purchases, to maintain or develop skills for everyday repairs, thereby also promoting skills for actively overcoming crisis situations. In this way, lending and exchange centres enable the strengthening of group resilience and the solidarity of people, which is still alive in our country in the form of neighbourly help.«

**Janez Koželj, Deputy Mayor of the City Municipality of Ljubljana**



photo: Sandi Fišer



»At Knjižnica Reči (Library of Things), I like the stories hidden behind each loan. How our speakers saved a wedding party, our power tools turned a van into an RV, our backpack travelled around Bali, beer tables made it possible to have a picnic in front of an apartment block, and our metal detector found a lost engagement ring. Since 2016, when I took over the management of Ljubljana's Knjižnica Reči, we have amassed quite a few stories to tell. I am glad that in recent years new libraries have started to open in Slovenia as well. For there to be even more libraries of things in the future, together with ZEOS we have prepared a handbook that combines the experience of Slovenian and European libraries of things. I believe that there are many stories hidden in Maribor, Koper, Novo Mesto and elsewhere too!«  
**Jošt Derlink, coordinator, Knjižnica Reči**

**Establishing and developing collective ownership of useful items and tools, as needed and for a certain period, is the easiest alternative to excessive consumerism.**

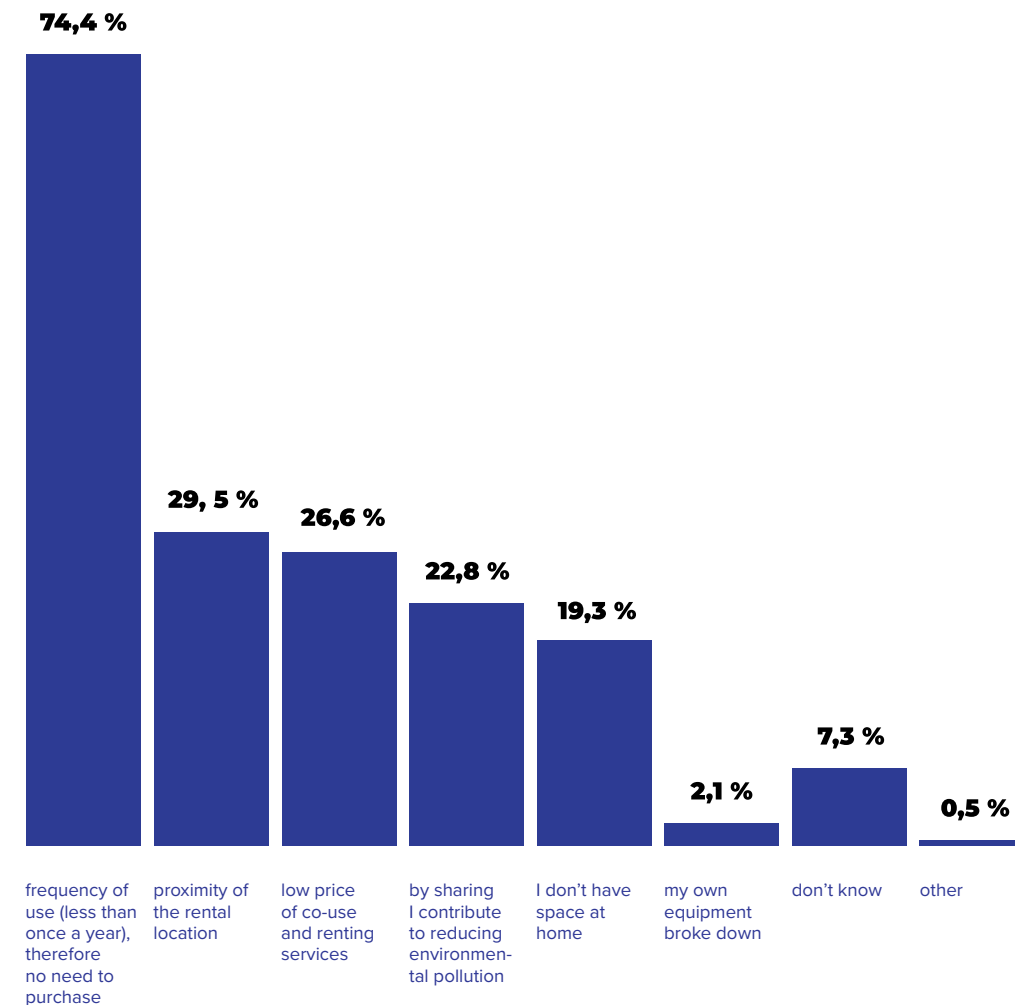
»We opened the library because we thought the idea was really fantastic. In addition, we already had a lot of equipment, but most of the time it was waiting in storage for a camping trip or a similar event. We thought that we could lend this equipment to someone else, and at the same time collect some additional equipment that we don't currently have, through donations.«

**Jure Ausec, KR po stvar**



photo: personal archive

## WHAT INFLUENCES USERS THE MOST TO DECIDE TO RENT?



Respondents mostly decide to rent or share a device due to infrequent use of the device (**74.4%**), followed by the proximity of the rental location (**29.5%**) and the favourable price of renting or sharing (**27.6%**).

## 2. THE SAME IDEA IN DIFFERENT FORMS



The first European library of things opened its doors in 2010, and since then more than 50 libraries have followed. In Slovenia, we got our first library of things in 2015, and in recent years, they have also opened in Idrija, Kranj and Logatec, and a few more are in the planning stages. Although they share common principles and values, they differ considerably in the way they are implemented and managed, and are adapted to local needs and possibilities.



Knjižnica Reči, Ljubljana photo: Rok Hočevar

### LIBRARY OF THINGS + A NON-GOVERNMENTAL ORGANISATION

Libraries often operate under the auspices of non-governmental organisations. Such operation provides them with a core team, visibility and experience with bureaucracy, tenders and communication with the public. At the same time, libraries can help organisations achieve their goals in the areas of community integration, environmental protection and social work.

**EXAMPLE:** Ljubljana's Knjižnica Reči was founded by the Prostorož association with the support of the regional development agency, the municipality and the Slovenia Coworking association. The library is one of the tools for community engagement in Savsko naselje. For the first five years, it functioned as the Prostorož project, and in early 2020, an independent association was founded.

### LIBRARY OF THINGS + A YOUTH CENTRE

Libraries can enrich youth centres, expand their circle of users and increase their influence in the local community. Youth centres play an important role in non-formal education, and the library is a suitable method for raising awareness of environmental issues. The advantage of establishing a library in a youth centre lies in the existing infrastructure (space, staff, communication channels).

**EXAMPLE:** Mladinski center Idrija (the Idrija Youth Centre) established its library of things as part of the Alps2030 project, which aims to empower young people in the fight against climate change. The library is now run by an international group of volunteers under the mentorship of the youth centre.

### LIBRARY OF THINGS + SCOUT GROUPS

At its core, the Scout Association encourages young people to live an independent, social and environmentally friendly way of life. A wide membership network and drive are good prerequisites for establishing a library under the auspices of a local scout group.

**EXAMPLE:** The Kranj library came to life on the initiative of scouts from the Scout Association – the Stane Žagar clan. They used the crowdfunding platform Scout Donation Platform to collect funds.

### LIBRARY OF THINGS + A LIBRARY

Why not borrow items from a traditional library? Libraries are the oldest institutions that operate according to the principles of sharing. They have guaranteed space, staff and even a system for cataloguing and recording loans.

**EXAMPLE:** When the Goethe-Institut in Bratislava was looking for ways to attract as wide a public as possible to their premises, they decided to add a section with items to their library. They decided to allocate part of the funds, that would otherwise go towards the purchase of German literature, to the purchase of 40 items. Due to the successful implementation, the Goethe-Institut included the opening of the library of things in the strategic plan of the other international units.

### LIBRARY OF THINGS + A SOCIAL ENTERPRISE

Many social enterprises match the vision of libraries of things in terms of programme (environmentalism and social innovation) and management method (investing surplus income back into their own activities). Libraries can thus complement the existing activities of social enterprises operating in the areas of sharing, re-use and new forms of public services.

**EXAMPLE:** The London Library of Things is designed as an independent social enterprise, and in the last five years it has expanded its network of lending offices to various London districts.

### LIBRARY OF THINGS + NEIGHBOURS

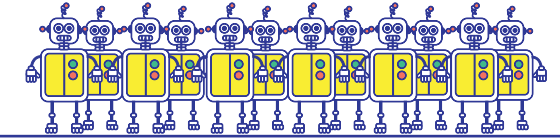
A library of things can also operate without a permanent location. In this case, space, a strong team, online channels and tenders are not needed. All that is needed is a tremendous amount of enthusiasm that will convince the people in a certain area to join a sharing network between neighbours.

**EXAMPLE:** The Swiss initiative Pumpipumpe has prepared a collection of stickers that neighbours can stick on their mailboxes to let other neighbours know which items they can borrow from them. The map on the initiative's website shows that the idea has successfully spread throughout Switzerland and even to other countries.



Example of appliance labels on the rental mailbox  
photo: Pumpipumpe archive

## 3. TEAM



**The majority of European libraries are managed by volunteer teams, which divide the work to ensure that individual team members are not overburdened.**

#### LIBRARIAN

Takes care of space and rentals. Checks and makes sure that each returned item is clean and suitable for the next loan.

#### COMMUNICATOR

Makes sure that news about the opening, events and other activities reach journalists and target groups in time. Takes care of regular communication via social networks.

#### REPAIRS SPECIALIST

Since frequent use of items occasionally causes some kind of malfunction, it is recommended to have someone on the team who is skilled in at least basic repairs and maintenance.

#### WORKSHOP ORGANISERS

Through workshops, users are taught how to use the items.

#### PHOTOGRAPHER

It's good to have someone on the team who always has available quality photos of items, smiling users and well-attended events.

#### GRAPHIC DESIGNER

At least occasionally, you will need a designer, for example to design a logo, sign-up sheets, flyers, posters and other visual materials.

#### COORDINATOR

Makes sure that the project runs smoothly, coordinates the duties of others, looks for development opportunities and, if necessary, jumps between other duties.

**TIP:** When looking for volunteers, you can look for help in the local community, interest groups on social networks or connect with other initiatives with similar goals and values. If the volunteers are not obliged to be fluent in your language, you can register the project on the European Solidarity Corps portal, which connects socially responsible projects and international volunteers.

Although libraries are often based on volunteer efforts, we also know cases where they provide regular employment, or at least partial income. In Bratislava, the care for the library of things is the responsibility of a full-time librarian at the Goethe-Institut, the Brussels library has a coordinator, and the Ljubljana library initially had a full-time librarian employed through public works. Tender funds can be used to secure wages for a wider project team.



Team of the Tournevie library from Brussels  
photo: Tournevie archive

## 4. PREMISES

The size and equipment of the premises depends on the goals set and the scope of the inventory. The Bratislava library offers 40 items that require only 10 square metres for storage at the reception desk of the Goethe-Institut library. The Ljubljana library also functions as a community space, so it needs space for events. The library in Brussels has an area of 800 square metres, as the space includes various carpentry workshops, and some larger machines can only be used at the location. In extreme cases, even a small warehouse is sufficient. The library in Kranj uses storage space and allows items to be picked up only with a reservation.

When choosing a space, make sure that the size meets your needs, provides access for the disabled and is conveniently located. Libraries should advocate sustainable forms of mobility: walking, cycling and public transport. People will prefer to visit you in the ground floor of a residential area than in a remote industrial zone.

### ESSENTIAL EQUIPMENT:

- racks or shelves for storage (modular racks that can be adjusted to the size of items are recommended),
- rentals desk,
- drawers for storing registration forms and office equipment,
- librarian's chair,
- information board,
- telephone,
- cash register.



## ADVISABLE EQUIPMENT:

- work desk for repairs,
- a larger table and chairs for carrying out workshops,
- WI-FI and sound system,
- kitchenette,
- comfortable chair(s) for visitors
- computer.



## HOW TO FIND A SPACE

### OWN PREMISES


If you want to expand already existing programmes with the library, the easiest way is to adapt space in existing use. In this way, you can test the library in a smaller format, which, in case of expansion of the inventory and circle of users, can later be moved to its own premises. The Kranj library currently has its items stored in the scouts' storage facilities.

### MUNICIPAL PREMISES

Ask the municipality or local district if they have an unoccupied space that needs new content. An example is the Ljubljana library, which rents municipal space in the Community Centre free of charge.

### COMMERCIAL RENT

Since commercial rent represents a large cost, you can connect with related initiatives and reduce your financial investment by sharing space. Vienna's library Leila rents space together with a designer who makes bags and backpacks from used rubber inner tubes.

 **TIP:** Maybe some other public institution could offer you a place? Prague's library of things has its premises in a building that the Charles University rents out to socially responsible projects.

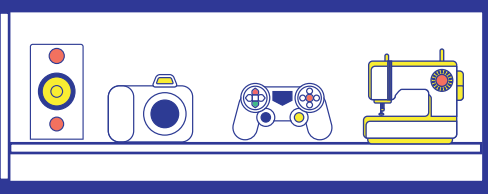


Premises of the library in Bratislava  
photo: Boris Nemeth



Premises of the Tournevie library in Brussels  
photo: Tournevie archive

## 5. ITEMS



Practical and useful items are the essence of the library. It is more important to have 20 useful items than 200 useless ones.

### WHEN CHOOSING ITEMS, ASK YOURSELF:

#### IS THE ITEM SUITABLE FOR RENTAL?

Items such as TVs, clothes racks and coffee mugs are intended for weekly or even daily use, so they are unlikely to be borrowed often.

#### CAN THE ITEM ALREADY BE RENTED ELSEWHERE?

Books, CDs, DVDs and ski equipment can already be rented elsewhere. Save space for something else.

#### DOES IT COME WITH INSTRUCTIONS?

User handbooks tend to get lost. Keep a digital version of the instructions and provide them to users upon each rental.

#### HOW DEMANDING IS IT TO USE?

Will the enclosed instructions be enough for users to use the item safely or would it be useful to offer a course each month?

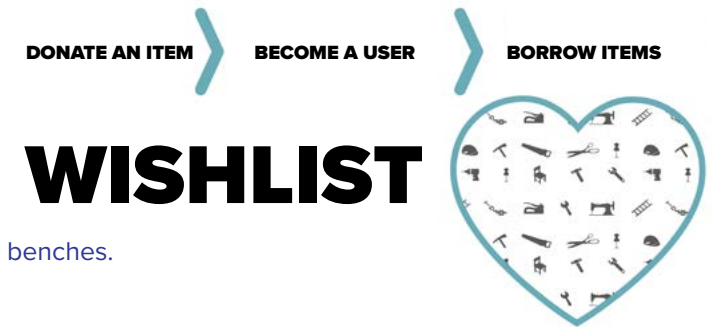
#### HOW BIG IS THE ITEM?

The best items are those that can easily be put in a bag or backpack and carried home by bicycle. Of course, there are exceptions. You need a car for folding beer tables and benches, but they are a hit every summer.

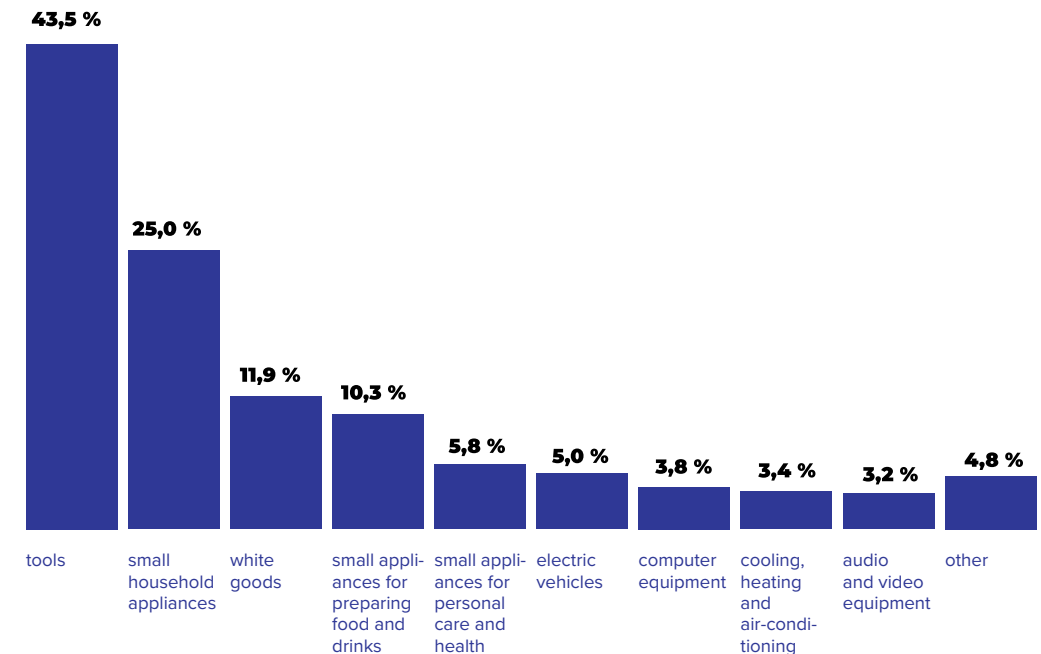
**TIP:** Make a wish list together with your neighbours! Send a questionnaire to nearby residents and ask them which items they would like to borrow. In this way, you will know what the local needs are, and at the same time you will raise awareness about the library even before its opening. The purpose of the wish list is also to enable the wider community to co-create the contents of the future library. After opening, you can invite each new member to add a suggestion to the wish list.

### WISH LIST:

- video projector,
- sewing machine,
- electric drill,
- circular saw,
- electric sander,
- fruit dehydrator,
- metal detector,
- jigsaw,
- projection screen,
- folding beer table and benches.



### WHICH ITEMS DO USERS MOST FREQUENTLY BORROW?



An overview by category shows that respondents most often borrow tools (43.5%), followed by small household appliances (25%) and white goods (11.9%).

## HOW TO GET ITEMS?

### DONATIONS FROM MEMBERS

People like to bring their items to the library. But in order not to become a dumping ground for discarded items, it is also important to know how to say “No, thank you, we don’t need it.”

### DONATIONS FROM BUSINESSES

Find companies with similar values (read the environmental/social responsibility tab on their websites) and offer them a partnership. Emphasise that they also benefit from the partnership (more in the chapter on financing).

### RE-USE CENTRES


Check with local re-use centres.

### PARTICIPATORY BUDGETING

Does your municipality have a participatory budget? Sign up your library of things! That’s how the library of things in Logatec received the funds to purchase items.

### PURCHASE

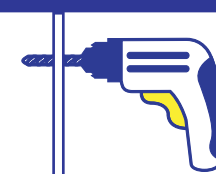
You can use the money from the rental and membership fees to buy essential items. Even in this case, try to negotiate a discount. If you don’t ask, you don’t get.

 **TIP: Do you have a wish list, but are worried that you have forgotten something? Browse the catalogues of other libraries of things!**

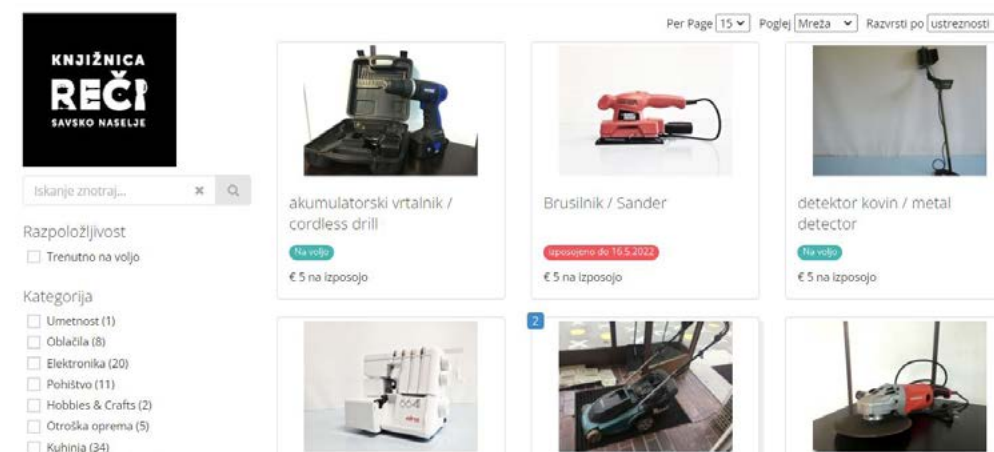


Knjivna věci library of things donors wall photo: Knjivna věci library of things archive

## 6. LENDING



There are as many ways to lend the equipment as there are libraries. In some you absolutely need to be a member, in others you pay for each rental separately, and some offer both options. When setting up the system, however, be careful to ensure that for all items, rental is more favourable than purchase.



Sistem izposoj Knjižnice Reči v Ljubljani

### MEMBERSHIP

Annual membership enables borrowing without additional fees (as in traditional libraries). Most libraries offer a variety of membership options:

### PAYMENT OF AN ANNUAL MEMBERSHIP FEE

We recommend different membership fees depending on status (regular, student, pensioner, unemployed) or depending on how many items the member can borrow at once (mini – one item, maxi – several items).

### ITEM DONATION

With this form of membership, most libraries secured a good number of items on offer.

## THROUGH VOLUNTEER WORK

Volunteers can be on duty in the library, help at the stands, clean up, photograph items, design flyers, prepare events...

**TIP:** It is important to clearly state which items enable membership when being donated. We recommend that you stick to the wish list, at least at first. Later, experience will help you judge whether the item is suitable for loans.

## ONE-TIME RENTAL FEES

One-time rental fees enable the borrowing of items by anyone who does not need an annual membership, but only needs to borrow something once. Divide the items into two or three value categories (e.g. €2/3/5 per rental)The price should apply for the same period as when renting as a member.

**TIP:** The purpose of the library is for the user to borrow the item only for the time they need it. For most items, one week's rental is enough. The exception are individual items (e.g. travel equipment), where you can offer the item for a longer period.

## LATE CHARGES

Do not forget to include the daily late return fee in the price list. How strictly you adhere to the system of late return fees is up to you. At the beginning, the positive experience of understanding human forgetfulness is worth more than a €1 late return fee. In any case, charge them strictly if the delay makes it impossible to lend an item that has already been reserved.

## USAGE CHARGES

For certain items (e.g. video projector) we recommend charging a daily user fee. These are items for which you already know in advance that you will have to buy an expensive spare part (e.g. a lamp for a projector). You can charge usage fees to both one-time borrowers and members without a bad conscience.

## DEPOSITS

To prevent more valuable items (e.g. sewing machine, power tools, video projector) from “accidentally wandering off”, charge a deposit (€30–€60) for the duration of the rental. With each deposit, issue a receipt with the amount of deposit that has to be repaid when the item is returned.

## LOAN MANAGEMENT

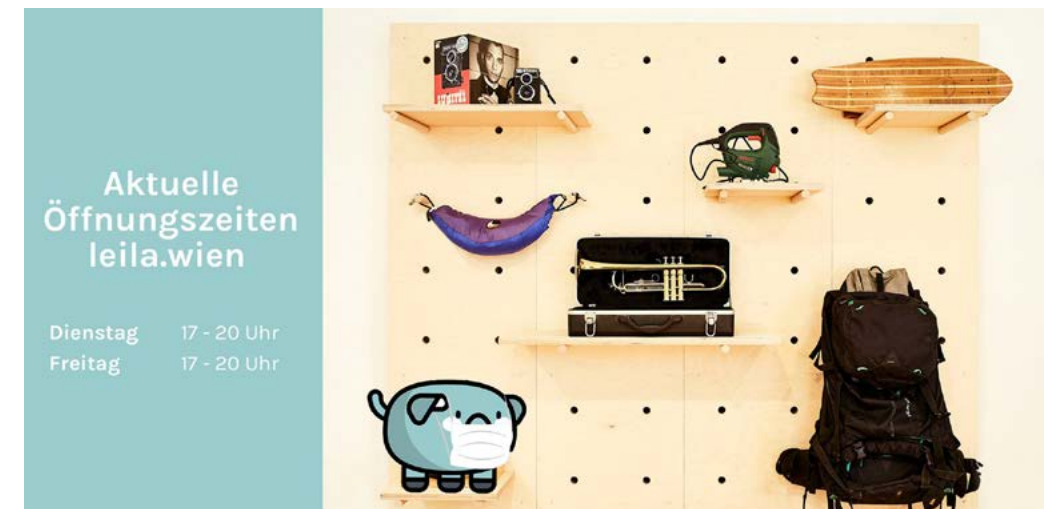
Most pioneering libraries began their journey by keeping records in Excel spreadsheets, but with a lack of self-discipline, they quickly become a chaotic mess. Fortunately, there is now loan management software such as myTurn and Lend Engine that have improved the user experience and made record keeping easier for libraries. The programs are paid for, but often offer a free version on a limited scale (e.g. for cataloguing 100 items and 100 user accounts).

## RESERVATIONS

Reservations allow users to secure the use of an item for a specific date (e.g. a sound system for a wedding or a tent and backpack for a trip). Rental management programs allow online reservations, but we also recommend the possibility of reservations by phone or e-mail.

## OPENING HOURS

Office hours, two or three times a week, are sufficient for most libraries. The working hours of the library should be adapted to the free time of the users. With office hours in the afternoon (say from 4.00pm to 7.00pm) you will allow users to visit after work or study obligations. By working part-time, you will ensure that the volunteer team is not overburdened, or enable an economical distribution of any tender funds. Otherwise, you can afford to experiment a little with the opening hours to find out what suits your members best.



**Aktuelle  
Öffnungszeiten  
leila.wien**

Dienstag	17 - 20 Uhr
Freitag	17 - 20 Uhr

Opening hours of the Leila Wien library of things in Vienna  
photo: archive of the Leila Wien library of things

## 7. FINANCING



**Traditional libraries are usually subsidised by the state, as the core business is not profitable enough to ensure their survival. This is precisely why a high degree of ingenuity is required when searching a sustainable model for library survival.**

### SOURCES OF FINANCING

#### MEMBERSHIP FEES, RENTAL FEES AND LATE RETURN FEES

These are sufficient to cover basic costs such as repairs, spare parts and printed materials.

#### PUBLIC WORKS

If your organisation has the status of operating in the public interest, you can cover a part of the salary of one employee through public works.

#### TENDERS

Since libraries address different areas (e.g. environment, youth and social care), you can submit projects to various municipal, national and European tenders. Since these are deliberately assigned funds, you usually can't use them to buy items. If you are not confident enough to apply for the tender yourself, find project partners.

#### DONATION/SPONSORSHIP

Prepare a sponsorship folder and send it to businesses in your area. Perhaps a company shares values with you or sees you as an opportunity for users to try out their item and thus make it easier to decide on a purchase. Some companies prepare an annual call for sponsorship and donor partnerships (e.g. Patagonia).

#### CROWD FUNDING

Quite a few libraries secured start-up funds through crowdfunding (e.g. Kranj, Vienna and Reykjavik).

#### DEVELOPMENT OF ADDITIONAL SERVICES

Additional services allow you to keep your primary service non-profit. The library in Brussels markets its carpentry workshops and team-building events. If you have someone in your team who is skilled at carrying out repairs, repairs can be an additional source of income.

#### SALE OF DUPLICATES

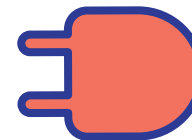
If you have items in the library that you don't need, you can sell them and reinvest the money to buy new items.

#### MERCHANDISE

You can also support some libraries by purchasing their products. The Reykjavik library offers hats, t-shirts, mugs and water bottles.

#### EXPENSES:

- premises costs (rental, operating costs, cleaning),
- team member payments,
- purchase of items,
- repair of items and spare parts,
- accounting,
- printing,
- web domain and software.



## 8. ADMINISTRATION



For the library to run smoothly, you will need some basic administrative forms:

### MEMBER REGISTRATION FORM

Contains basic contact information, how was the membership obtained, date of joining and signature. If a member obtains membership by donating an item, the item donated will be listed. We also recommend a statement that the member agrees to sell the item if it is no longer needed.

### MEMBERSHIP CARD


It contains first and last name(s), membership card number and duration of membership.

### RIGHTS AND OBLIGATIONS

Contains information on how many items a member can borrow at once, how long they can borrow them for, and what their duties are in the event of item failure.

### RENTAL PRICE LIST

The price list is a table with all the values of individual membership fees, rental fees, user fees and late return fees.

 **TIP:** Examples of all administrative forms can be found on the website of Ljubljana's Knjižnica Reči. Of course, invoices must be issued! We recommend the use of a bound book of accounts and monthly reporting of accounts to financial administration. Talk to your accountant about the details and options in your country. Issue invoices for membership fees, rental fees, late return fees and user fees, while using other forms for deposit slips.



Example of a membership card of Knjižnica Reči in Ljubljana  
photo: Knjižnica Reči archive

**ATTENTION!** Membership fees are defined as a non-profit activity, while rental fees are defined as a profitable activity. This is especially important for the organisation's annual financial report.

## 9. COMMUNICATION



**Clear and regular communication is almost as important to the library as the right items. It depends on how many people find out about the new form of service in their hometown, and above all, how many people you attract to the library. Establishing a library is not a sprint, but a long-distance run that requires a change in user habits.**

### BEFORE OPENING

Use the time before the opening to raise awareness about the upcoming library. Establish your presence locally and online. Distribute a questionnaire with a wish list to nearby residents, which should also be available in digital format. You can also use online channels to share news about your progress, post content about sharing economy, and call for volunteers.

### OPENING

Prepare an advertising campaign in the library's neighbourhood. The Ljubljana library placed items painted in the library's colours with basic information about the library and the opening date in public spaces in Savsko naselje. Prepare a press release and send it to journalists. Don't forget local newsletters. In addition to publishing on your online channels (website, Facebook, Instagram), forward the news to your stakeholders (e.g. related organisations, municipal institutions), and you can also share it in interest groups on social networks (e.g. zero waste groups on Facebook). You can also allocate some funds to paid posts. To make good use of the money invested, define the target audience (location, age, interests) precisely.



An example of advertising in local newspapers  
photo: Knjižnica Reči archive

### AFTER OPENING

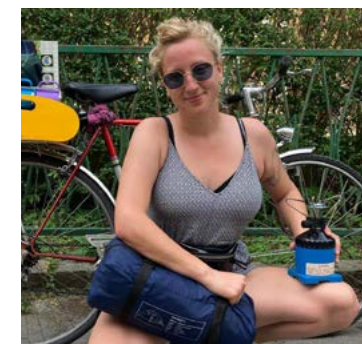
Maintain a regular presence on social media and post major news on your website as well. Invite your members and other supporters to subscribe to your monthly newsletter. At local events (municipal holiday, Earth Day, garage sales, etc.), set up your booth with a varied selection of library items. Invite schools, kindergartens, and humanitarian organisations to hold joint workshops. This way you can get in touch with your target groups. Ask the employees of important local gathering places (libraries, pubs, cinemas, stores) if you can stick a poster on the notice board informing people about what the library offers. Find "local ambassadors" who will use their voice to promote your library.

**TIP: Post photos and stories of borrowed items regularly. People will be quicker to try out the library if they can see the items in action. You can ask the most enthusiastic users to prepare a photo report showing items they have borrowed.**

**Clear and regular communication is important!**



Users of Knjižnica Reči in Ljubljana  
photo: Knjižnice Reči archive



## 10. EVENTS



Items from the library of things are perfect for conducting various events. Prepare movie nights with a video projector, use kitchen appliances for cooking workshops, tools for carpentry projects and a sewing machine for sewing classes.

Events are a great opportunity for users to try out an item and learn about your library's inventory, while helping you build a community around the project.

**TIP:** Libraries of things are an excellent place to carry out various swapping events. Perhaps you could even arrange a special corner that is always dedicated to swapping items. The Ljubljana library has already hosted a vegetable, clothing, books and still working electric appliances swaps. The company ZEOS, d.o.o., which encourages the sharing, reuse and swapping of electrical and electronic equipment, can help with organising swaps of still working electric and electronic appliances.



Example of an event at Knjižnica Reči in Ljubljana  
photo: Lea Benčin

## 11. LIST OF



## LIBRARIES MENTIONED

We have included a list of the aforementioned libraries to support and encourage you in your endeavours. If you have additional questions when setting up your library, just write to them. We, libraries of things, like to help each other.

### **KNJIŽNICA REČI**

Ljubljana, Slovenia  
[www.knjiznicareci.si](http://www.knjiznicareci.si)

### **TOURNEVIE**

Brussels, Belgium  
[www.tournevie.be](http://www.tournevie.be)

### **KR PO STVAR**

Kranj, Slovenia  
[www.krpostvar.lend-engine.com](http://www.krpostvar.lend-engine.com)

### **KNIHOVNA VĚCÍ**

Prague, Czech Republic  
[www.libraryofthings.cz](http://www.libraryofthings.cz)

### **RENT A RIČ**

Idrija, Slovenia  
[www.rentaric-mcidrija.lend-engine.com](http://www.rentaric-mcidrija.lend-engine.com)

### **RVK TOOL LIBRARY**

Reykjavik, Island  
[www.reykjaviktoolibrary.org](http://www.reykjaviktoolibrary.org)

### **IZPOSOJEVALNICA STVARI\***

Logatec, Slovenia  
\*v času pisanja knjižnica ni obratovala

### **LEILA BERLIN**

Berlin, Germany  
[www.leila-berlin.de](http://www.leila-berlin.de)

### **KNIŽNICA VECÍ**

Bratislava, Slovakia  
[www.goethe.de/ins/sk/sk/index.html](http://www.goethe.de/ins/sk/sk/index.html)

### **PUMPIPUMPE**

Switzerland  
[www.pumpipumpe.ch](http://www.pumpipumpe.ch)

### **LEILA WIEN**

Vienna, Austria  
[www.leila.wien](http://www.leila.wien)

### **LIBRARY OF THINGS**

London, United Kingdom  
[www.libraryofthings.co.uk](http://www.libraryofthings.co.uk)



**Knjižnica Reči**

Belokranjska ulica 6, Ljubljana

030 746 347

[www.knjiznicareci.si](http://www.knjiznicareci.si)

 [www.facebook.com/KnjiznicaRECI](https://www.facebook.com/KnjiznicaRECI)

**ZEOS, d. o. o.**

Šlandrova ulica 4, 1231 Ljubljana - Črnuče

01 366 85 41

[www.zeos.si](http://www.zeos.si)

 [www.facebook.com/eodpadki](https://www.facebook.com/eodpadki)