

## 39CI – STARTING A COLLECTION NODE

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This note provides some practical guidance for setting up a 39CI collection node.

### Organize Sub-nodes

The first thing to consider is the volume of material required to complete a 20 foot container shipment. Each of our shipments thus far have consisted of 400-500 file boxes and totalled 10-12 thousand books, journals, and business case studies. As you can imagine it takes time and considerable effort to collect this amount of material. To build a large enough collection we recommend organizing a network of sub-nodes at nearby schools. This system will enable you to assemble the required quantity of material much faster. Past 39CI shipments have included material collected at four or five different schools, faculties or social enterprises.

To set up a network of sub nodes we recommend talking with colleagues at other business schools in your area. Similarly, consider approaching your contacts through the Academy of International Business (AIB). The AIB is a 39CI sponsor and many of its members are already aware of our efforts through their newsletter. Ask them if they are interested in collecting a boxes of books to help grow your collection. A mid size school with some dedicated student volunteers can easily collect 20-40 or more boxes of material over two semesters.

When a sub node has a sufficient quantity of material, it will need to be transported to the main collection node for storage, packaging and/or shipment. There are a number of things to keep in mind when considering your transportation options:

- Commercial transportation. In most jurisdictions, it is too costly to ship a small number of boxes using commercial transport. In this case, it may be possible to arrange for the shipping provider to donate the service. We have had some success with this in the past and encourage you to consider requesting a local shipper to donate or discount your rate.
- Rental vehicle. If commercial transportation is too costly, we recommend renting a van or truck and using a small team of volunteers to move the collection. Up to 20 boxes (which weigh in the range of 20kg/45 pounds each) can fit into a mid sized van. More than 20 boxes will require a full size van or pick-up truck. Most car rental services provide a range of vehicles to choose from. Be sure that the vehicle you select has the capacity to hold the material you plan to move. Again, it may be possible for the rental provider to donate the service or to discount their rate.
- Student and faculty volunteers. We encourage our collection nodes to engage students and faculty as much as possible. Volunteers often bring excitement and energy to the project. If you provide some general direction, they will often find creative methods to help you build and prepare your collection.

Finally, check to see if there is already a collection node at a school in your area. If there is a 39CI node established nearby, you should consider setting up a sub node to support their collection. A list of our active collection nodes is published [here](#).

### Start Your Collection

A few things to consider when starting your collection:

- Locate a suitable storage space. While this does not need to be premium space, it does need to be large enough to store the content. Think about the size of the shipping container 20' long x 8' wide x 8.5 high' (6m long x 2.5m wide x 2.6m high). You will need a room of similar size.
- Talk to your colleagues, friends and students about donating used books and materials.
- Ask your school book store and library to donate surplus materials.
- Set up collection spots at your school. This can be as simple as centrally located donation boxes. Be sure to provide information explaining what the material will be used for.
- Talk to your custodial staff about collecting photocopier paper boxes for storage and shipment of collected material.
- If you can't collect enough business related material, consider collecting material from other disciplines i.e. science, social science, humanities etc. Be sure to verify that the recipient school can make use of this material.
- Organize a team of volunteers to help collect and pack the material.

### Identify a Host School to Accept Your Shipment.

An important part of organizing a collection node is identifying a school in one of the 39 countries to accept your shipment. We are happy to facilitate the dialogue between you and the recipient school if you like. Keep in mind a few requirements on their end:

- The receiving school must commit in writing to paying the cost of picking up and transporting the shipment from the nearest port of entry to their campus. This includes but may not be limited to: customs fees, temporary storage fees, transportation.
- The receiving school must have adequate library space on their campus.
- The recipient school should be a comprehensive university with multiple faculties. This will enable them to utilize any materials in your shipment that are of a non business nature.
- The recipient school should be a publicly funded or not for profit institution.
- The language of the school you are shipping to and the language of the material you are collecting should be consistent.
- Size of the school and the relative impact of the shipment on the larger community. As a general rule the, 39CI seeks to support the larger schools as they are in the best position to impact a larger segment of the country's population.

- Leveraging existing relationships. If your school has an existing relationship with a school in one of the 39 countries, you are in a better position to build on a trusting relationship.
- Manage expectations. Be open about your plans but don't commit to anything in advance regarding shipment dates, shipment content. This will help avoid disappointment and to build trust between you and your contacts.

### Shipping the Material

We have published detailed instructions for packaging and shipping material internationally. These instructions are a compilation of lessons learned from past shipments. For more information, visit <http://www.ivey.uwo.ca/internationalbusiness/39-country-initiative/how-to-help/organize-a-collection-node/>

A few highlights include:

- Organize a team of volunteers to help sort and package the material. The donations will come in all shapes and sizes and will need to be packaged into boxes, palletized and wrapped in plastic. It will eventually be loaded into the shipping container by the shipping company you engage.
- The AIB provides some funding to help offset to cost of shipping material from the collection node to the nearest port of entry in one of the 39 countries. Contact us to find out if funding is available for your shipment.
- Find a shipping company. The cost of shipping a container internationally will vary depending on a variety of considerations: distance, weight, etc. This will require the assistance of an experienced and trustworthy business. We highly recommend that you research several shipping businesses and request quotes from at least three separate companies.
- Don't forget to document your experience! Take lots of photos as you progress through the process. We want to update the website with photos and testimonials for each shipment we make, and request that you send us copies of the pictures and an official acknowledgment from the recipient institution once the shipment has arrived.