

# Procedures Regarding the Town of Lake Park's Little Free Library Program

## I. **Placement Location and Inventory:**

1. Locations will be established according to applications by interested parties.
2. All requested locations must be pre-approved by the Town prior to installation.
3. Books are purchased, donated, and hand selected from the School Board Book Warehouse for distribution.
4. Books are cleaned, checked, and stamped prior to distribution to the Little Free Libraries.
5. Unstamped books should be removed from the Little Free Library and checked.
6. The Library will have bags of replacement books ready for Stewards or staff to stock Little Free Libraries as needed.

## II. **Library Stewards Responsibility:**

1. Stewards must remove any political or inappropriate/prohibited literature/information.
2. A variety of Town-approved stamped books, Town event, class, and program flyers must be kept current.
3. The Little Free Library must be kept clean and free of trash.
4. Stewards aid in gathering books for the Little Free Library and Town events.

## III. **Construction and installation:**

1. Dimensions should be a minimum of 22" high, 21" wide, and 15" deep (or larger).
2. Each Little Free Library should be weatherproof, have a roof, be watertight, and have a transparent panel of Plexiglas or other common transparent building material in the front door opening.
3. A galvanized post of 30" deep concreted in, and at least 30" off the ground.
4. A permit must be applied for the installation of the Little Free Library.
5. Placement must not be in the Town's Right of Way.
6. The Little Free Library must be located at a minimum of 2' from the sidewalk, on the side of the sidewalk closest to the residence.
7. Must be a safe place for children to congregate – away from traffic hazards.
8. The Little Free Library shall not obstruct vehicular, bicycle, or pedestrian traffic, either physically, or by a person utilizing the Little Free Library.
9. The Little Free Library shall not obstruct access aisles or paths utilized by persons in wheelchairs or for ADA accessibility.
10. Community Little Free Libraries may be on public land as approved by the Town of Lake Park.
11. The Town will assist the Little Free Library Steward who is responsible for removal and storage of the Little Free Library, if under a Hurricane Warning/National Disaster (i.e. Hurricane Preparedness/projectile prevention).

**IV. Maintenance and Renovation:**

1. The Little Free Library must remain in good repair and working condition, well maintained and stocked with books.
2. Any vandalism and/or heavy maintenance shall be reported to the Public Works Department.
3. The Town will coordinate any major required repairs, whenever possible.
4. The Town shall review the Little Free Library installation every year.
5. If the Town finds the Little Free Library is in disrepair, not serviced or in any way not appropriate, the responsible party may be requested to correct the condition(s) and/or the Little Free Library may be removed.