



LITTLE FREE LIBRARIES





What is a Little Free Library?

A Little Free Library is an outdoor, weather-proof book exchange that invites neighbours to share their favorite books and literature in a “take a book or leave a book” format. The idea originated in the U.S. and has grown to include many countries around the world.

Learn more at www.littlefreelibrary.org

What are the Benefits of Little Free Libraries?

The City of St. Albert supports Little Free Libraries as a Neighbourhood Development strategy. There are two great benefits:

Builds Community – Little Free Libraries build community because they create an informal gathering place where neighbours can meet, share books they enjoy, and give back to their community.

Promotes Literacy – Sharing favorite books in a fun and accessible way encourages kids and adults to read a wider variety of books, more often. Kids are especially engaged by the ever-changing inventory of treasures left by others.

How to Start a Little Free Library

If you would like to create a Little Free Library for your neighbourhood, contact the Neighbourhood Development Coordinator at adedrick@stalbert.ca or 780-459-1756 to discuss your idea.

Private Property

For Little Free Libraries confirmed to be private property, you will be asked to fill out an application form, engage neighbours and follow ‘building and installation guidelines’ that will be provided to you.

Public Property

Locations that are on public property, such as boulevards, neighbourhood green spaces, or parks, require a permit process. This ensures that the location is safe and accessible to neighbours, does not block traffic sight lines, or interfere with City grass cutting and snow removal. In addition to the ‘private property’ steps, a License of Occupation Agreement is required. There is no cost for this process.

Little Free Library Map

St. Albert has lots of Little Free Libraries. Check out the on-line map at www.stalbert.ca. Search ‘Little Free Libraries’ for more information and to view the map.



Little Free Library Guidelines

The City of St. Albert supports residents who want to connect with their neighbours through the Little Free Library initiative. Little Free Libraries may be located on private property, such as a homeowner's front yard, or public property such as a boulevard, a green space or a park. The initial steps to starting a Little Free Library are the same for both options, but public locations require an License of Occupation Agreement to be completed. The Neighbourhood Development Coordinator will assist residents through this process and there is no cost.

Residents who would like a Little Free Library in their neighbourhood are strongly encouraged to talk to their neighbours and engage them in the process, especially those who would be directly impacted by the location. The more neighbours engaged, the more successful the project will be.

Steps to Get Started

1. Call the Neighbourhood Development Coordinator at 780-459-1756 to discuss your proposed Little Free Library.
2. Complete a Little Free Library Application form that includes your proposed location, steps you will take to inform neighbours, structure plans, etc. Your application will be reviewed by the Neighbourhood Development Coordinator as well as other impacted City departments. Feedback will be provided and changes may be required.
3. If the Little Free Library is to be located on public property, you will be required to complete a License of Occupation Agreement. This is an agreement whereby you agree to build, install and maintain the structure and the City will cover liability and maintain the right to remove the structure should it fall into disrepair. This agreement will be renewed yearly to ensure the Little Free Library remains in good condition and an asset to the neighbourhood.
4. Once approved, follow the "Building and Installation Requirements" outlined below to build and install your Little Free Library in the agreed upon location.
5. All St. Albert Little Free Libraries are posted in the on-line map so other residents can find and enjoy your library.
6. Celebrate your new Little Free Library with your neighbours and consider joining the Little Free Library Network to share ideas and books.



Building and Installation Requirements

1. Little Free Library structures should meet the following requirements:
 - a. Must be visually appealing and complimentary to the neighbourhood and surroundings.
 - b. Must not impede sight lines or interfere with vehicle traffic.
 - c. Little Free Library structures need to be fixed in the ground. This can be either through a single or double pedestal, like a fence post process. Alternately, a self-supporting and free-standing structure may be utilized. Alberta One Call must be contacted at 1-800-242-3447 if digging is required to ensure safety.
 - d. The structure must be built in a way to withstand all weather elements. The Roof type portion needs to shed water and deter snow build up, and an overhang is recommended.
 - e. Dimensions should be no larger than 1.2m wide and 2m tall. Optimal size is a .6m x .6m x .4m structure standing 1.5m high with book shelves approximate 1.2m high. The intention is that the shelves are at eye-level and/or a suitable level for both children and adults to access.
2. During the building and installation process, ensure that every precaution is taken not to damage, injure or mark existing structures or landscaping on the City owned property.

Tips for Success

- **Choose a good location!** Your location should be well travelled, highly visible, and easy to access.
- **Engage your neighbours.** Discuss your idea and location with your immediate neighbours. Ask for assistance in building, painting or promoting your little free library. Get the kids involved, make it fun and consider hosting a launch celebration.
- **Keep your Little Free Library tidy.** Straighten books and keep area around the library clean, but don't be too quick to remove excess books. Many stewards have noticed that the excess seems to take care of itself. If you keep removing books, visitors will feel they need to fill it for you!

April 2018



APPLICATION FORM

Name: _____	Date: _____
Address: _____	
E-mail: _____	
Phone Number: _____	

Please use this application form to describe the proposed plans for your Little Free Library, including location, design, and process for informing your neighbours. You will be contacted by the Neighbourhood Development Coordinator to discuss these plans and make changes where necessary. If your Little Free Library location is on public property, you will be required to complete and sign the Little Free Library Agreement, once the plans are approved.

1. **Location**

a. Where do you propose to place your Little Free Library?

b. What is your reasoning behind this location?

This personal information is being collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, R.S.A., 2000 and will be used to facilitate the Little Free Library Program. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator at 780-459-1500.



2. Little Free Library structure

a. Describe your plans for the Little Free Library. What will it look like? What are the exact dimensions? What materials will you be using?

b. Provide a picture or sketch of your Little Free Library including dimensions.



3. Informing neighbours.

To ensure your Little Free Library is well used and cared for, it is essential that your neighbours be engaged. This may include inviting nearby neighbours to participate in building, decorating and/or installing the structure. At minimum, you are required to inform all neighbours whose homes face or back onto the location of the Little Free Library.

a. Describe how you will engage your neighbours in your Little Free Library.

b. Which homes will be notified by letter about your Little Free Library and when?

c. Attach the information letter you will use.