

Burke Centre Conservancy

Little Free Library (LFL) Pilot Project Guidelines

Board of Trustees: Approved April 2018

I. POLICY AND GUIDELINES

- An approved Architectural Review Application with Open Space Addendum is required for each Little Free Library (LFL) proposal.
- All LFL proposals shall require Board of Trustees approval.
- Each approved and installed LFL must be registered with the Little Free Library (<https://www.littlefreelibrary.org>). A LFL charter sign with unique charter number shall be properly installed on the top frame of the LFL door.
- Approved LFLs, upon installation, shall become the sole property of the Burke Centre Conservancy.
- Each approved LFL shall require a volunteer steward, who shall be named in the Architectural Review Application, and shall be the LFL point of contact for the Conservancy (see steward responsibilities, below).
- Any LFL without an active steward for more than 30 days may be removed by the Conservancy.

II. LITTLE FREE LIBRARY (LFL) STEWARD RESPONSIBILITIES

- Submit completed Architectural Review Application with Open Space Addendum for proposed LFL.
- Upon LFL proposal approval:
 - Purchase, construct and install the LFL.
 - Notify Miss Utility prior to LFL installation.
 - Register the LFL, and maintain registration currency.
- Upon LFL installation:
 - Manage the LFL in terms of book supply, regular inspection of LFL to verify use and restocking of books, as appropriate, and removing/deleting inappropriate materials
 - Maintain the LFL and its support structure (post) to include cleaning, removing graffiti or extraneous marks, replacing LFL components as needed, reDstaining the LFL and/or post as needed, etc.
 - Nominate a replacement steward prior to resigning/departure as LFL steward

III. LITTLE FREE LIBRARY (LFL) STANDARDS

- Each LFL shall be the *Prairie Two-Story* style model (or equivalent model made with material: pine; and size: dimensions: 22” wide x 22” tall & 18.5 depth) available through Little Free Library.
- Each LFL shall be mounted on either the Library Post with Topper available through Little Free Library, or a handcrafted model consistent with the Library Post with Topper design (5D foot, 4”x4” treated (buried portion) post; with mounting platform and angled braces (2); installed in a 24” deep hole with the ground tamped down to properly secure the post).

- Each LFL shall be Sherwin Williams paint color #6517-“Regatta”, with a post that shall be stained with *Cedar Naturaltone (Behr ST6533)*, or a stain of similar color approved by the ARB.
- The only external marking allowed on any LFL is the LFL charter sign. No external markings are allowed on the post.
- Temporary signage to announce LFL installation, or for specific LFL events may be placed on common ground (street level) for no more than 14 days. In addition, LFL installations will be announced through *The Conservator*, the Buzz, Facebook, etc.