



Partners in Parks program

Long-term park project: Little Library

Neighbourhood Associations or a group of neighbours may be interested in having a Little Library installed in their neighbourhood park. Little Libraries are small, weather-proof boxes attached to a post. The box is filled with books and residents are invited to take a book, leave a book. The purpose of the Little Library is to promote literacy and connect the community.

The Individual Project Volunteers will purchase and supply a Little Library box, post and concrete patio stone. The City will receive the structures from the volunteers and install them in the park directly adjacent to a hard surface (i.e. sidewalk, public trail or existing concrete pad). A concrete patio stone is placed within the turf, flush with the ground, leading up to the box, as required (see photo on right).



Structure requirements

- maximum of one Little Library permitted per neighbourhood park
- purchase a kit from Little Libraries of Kitchener-Waterloo (www.llkw.ca) or build-your-own box ("shed" or "gable" box) following their dimension specifications
- paint and seal the box in a way that is not offensive; add a City of Waterloo sticker to the lower left corner of the plexiglass front panel
- purchase and supply an 8 foot pressure-treated post (4'x4') and one plain concrete patio stone (minimum 18" or 450 mm square)

Responsibilities

Upon project approval, two Partners in Parks Individual Project Volunteers (from separate households) will be responsible for the following activities for a three year renewable term:

- cost associated with the purchase and general maintenance/repair of the little library box, post and concrete patio stone
- monitor to ensure only appropriate reading material is located within the structure (i.e. books that would be found in a public library) and remove any inappropriate material as soon as possible
- clear the snow with a shovel leading up to the Little Library if it will be active during the winter
- register the location of the box locally on the [Little Libraries of KW map](#) and communicate your project through your Neighbourhood Association newsletter or social media, if applicable

Next steps

Review the Partners in Parks (PIP) program guide and follow these steps:

- following the timelines, initiate your project request by completing the online application form
- upon project approval, complete the online volunteer application form and waiver after reviewing the Volunteer Position Description for a PIP Individual Project Volunteer
- during an orientation session, the city staff liaison reviews the PIP safe-work guidelines with the volunteers, who then signs an agreement confirming your commitment to the project