Long-term special project: Little Library on parkland
Partners in Parks (PIP) program

Neighbourhood Associations or individuals may wish to have a City-approved “Little library” box installed within their neighbourhood park. Little libraries are small, weather-proof boxes attached to a post or an approved structure. The box is filled with books which residents can then take and leave as they please. The purpose of the Little Library is to promote literacy and connect the community.

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
- purchase and supply an 8 foot pressure-treated post (4’x4’)
- purchase and supply a maximum of three plain concrete patio stones (minimum 18” or 450 mm square) to be placed flush with the ground leading up to the box from the nearest hard surface (sidewalk or public walkway)
- 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 front door panel
- no lighting of any kind is permitted

Key activities

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

- cost associated with the purchase and general maintenance/repair of the little library box, post and concrete patio stones
- register the location of the box locally (www.llkw.ca/honour-roll) and communicate your project through your Neighbourhood Association newsletter article or social media, if applicable
- 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
- clearing the snow with a shovel leading up to the little library if it will be active during the winter
- modification, renewal and termination of the Partners in Parks agreement includes:
  - any future alterations must be reviewed/approved by the City, prior to carrying out the work
  - if deemed necessary, the City may alter or discontinue the project at any time during the agreement upon notification, which may involve the City assuming maintenance of the project, downsizing the scale of the project or removing some or all contents of the project
- structure will be installed by the City of Waterloo in an approved location within the park

Timing

The Partners in Parks Individual Project Volunteers are encouraged to complete and submit the Community Action form following the timelines outlined below:

- January 31 for a spring or summer installation between May 1 – August 31
- May 31 for a fall installation between September 1 - October 31