



## Bexley Little Library Policy

### Joint Policy of the Friends of the Bexley Public Library and the City of Bexley

- 1) Little Library Committee
  - a. The Friends of Bexley Public Library shall designate the Little Library Committee to promote, authorize, track, and maintain the quality and purpose of the Little Library.
  - b. The mission of the Little Library Committee is to create a sense of community through the sharing of literature, in cooperation with the Friends of Bexley Public Library.
  - c. The Little Library Committee will meet to discuss Little Libraries on private land, as per request.
  - d. The Little Library Committee will meet annually with the director of zoning and building to review the effectiveness of the Little Libraries, and consider guidelines.
  
- 2) Application Process
  - a. The application form for a Little Library will include the owner of the property and who is designated as the responsible party.
  - b. The Little Library Committee will meet within 30 days as to the request of an applicant, and inform the applicant at the time and date of the meeting. Applications will be available online at the Friends of Bexley Public Library website.
  - c. Membership in the Friends of Bexley Public Library is required for an application.
  
- 3) Installation, Maintenance and Inspection
  - a. The Little Library Committee shall review the “Little Library” installation every two years.
  - b. If the City or the Little Library Committee find the “Little 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 remove the Little Library.
  - c. The responsible party assumes all liability and absolves the City of Bexley, the Bexley Public Library, the Friends of Bexley Public Library and the Little Library Committee of all responsibility.
  
- 4) Location and Design Standards

- a. Placement is subject to approval of the Friends of the Bexley Public Library, which will examine proposed locations to ensure reasonable spacing between other "Little Libraries".
- b. There shall not be more than one "Little Library" within 1,500 feet of another along the same street.
- c. The "Little Library" shall be generally similar in size and height to a typical mailbox. The "Little Library" lending container shall not exceed 24" in width, 24" in height and 24" in depth.
- d. The "Little Library" lending container shall be installed on a single post in the manner of a typical mailbox with a maximum overall height of 60".
- e. The "Little Library" lending container shall be constructed of wood or metal and shall allow transparent panels of Plexiglas or other common transparent building material in the front door opening.
- f. The Residential "Little Library" must be located at a minimum of 3' from the sidewalk, on the side of the sidewalk closest to the residence.
- g. Prior to placement of the "Little Library", utilities must be marked via an OUPS ticket, which can be obtained by calling (800) 362-2764.
- h. Property owners should be aware of non-public underground infrastructure such as sprinkler systems, invisible dog fencing, and private electrical lines.
- i. The "Little Library" shall not obstruct vehicular, bicycle or pedestrian traffic, either physically, or by a person utilizing the "Little Library."
- j. The "Little Library" shall not obstruct access aisles or paths utilized by persons in wheelchairs or for ADA accessibility.
- k. The "Little Library" enclosures shall be sized and arranged such that no person or child is able to enter.
- l. Community "Little Libraries" may be on public land as approved by the City of Bexley.

**Friends of Bexley Public Library  
Little Library application**



**CITY OF BEXLEY**  
Friends of Bexley Public Library  
Little Library Committee  
2242 E. Main Street

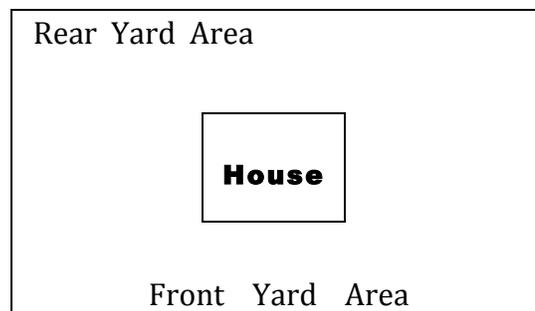
Permit # \_\_\_\_\_

(614) 559-4240

effective 1/1/11

**APPLICATION FOR  
LITTLE LIBRARY PERMIT**

Please **DRAW** location of proposed little library below. (The large square represents the property line.)



1. Address of where the proposed little library will be installed

\_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

2. Current membership in the Friends of Bexley Public Library is required. Are you currently a member of the Friends of Bexley Public Library? No: \_\_\_\_\_

Yes: \_\_\_\_\_

3. Materials used in the little library: Wood Metal Plexiglass

Other \_\_\_\_\_

4. Dimensions of proposed little library (not to exceed 24x24x24): \_\_\_\_\_

5. Height of post? \_\_\_\_\_

6. Distance of post from property line (not less than 36 inches): \_\_\_\_\_

Owner hereby agrees to comply with the City of Bexley Little Library requirements including the following:

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11. The "Little Library" enclosures shall be sized and arranged such that no person or child is able to enter.

**The responsible party assumes all liability and absolves the City of Bexley, the Bexley Public Library, the Friends of Bexley Public Library and the Little Library Committee of all responsibility.**

Responsible party Signature \_\_\_\_\_/Date \_\_\_\_\_//

Approved: \_\_\_\_\_/Date: \_\_\_\_\_