

Guidelines for the planting of Little Free Libraries (LFLs)

Prior to planting an LFL, please go through the **BCPS Schoolyard Sustainable Practices Packet**.

The following types of locations are **not** preferred for planting LFLs.

1. Grass area due to the risk of being knocked down by a mower.
2. Just above or close to the underground utilities as seen on the utility plan. To determine the right location of the utility, FCI recommends contacting Miss Utility **and** a private utility contractor as Miss Utility alone may not detect all the utilities on the school premises.
 - a. Miss Utility- Either go online or call 800-257-7777
 - b. Underground Protection, John Werther, 410-808-3210
 - c. Utilities Search, Inc. – 703-369-5758
3. Near public property such as a public road or in a secluded location due to the risk of being misused by drug peddlers, inappropriate material being put in the box and/or the box lit on fire.
4. No fencing around the LFLs as mowing inside the small area with fencing around will not be possible.
5. A minimum of 40 feet behind the baseball foul line.

The following types of locations **are** preferred for planting Little Libraries.

1. Mulched garden areas but with no loose stones, pavers or stone edging as they may be thrown at the school windows.
2. Accessible to all students, teachers and staff. The Office of Facilities Construction and Improvement will help the school determine a location that meets all ADA requirements and guidelines.
3. If a school has no planting beds, and the LFL needs to be in a grass area, the LFL post shall be mulched, and a slightly excavated trench shall be installed around the edge of the mulched area. The mulch bed needs to extend approx. 12 inches from the post on all four sides. The location of the LFL post shall be at least 7 ft. from a curb line or uneven surface for ease of mowing.

Note: If the LFLs are made of combustible material, they must be placed 30 feet away from the school building to ensure that they do not catch fire and damage the building.

