



City of Emeryville

INCORPORATED 1896

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Little Free Library Program Guidelines

Section 1. Location and Design Standards

Little Free Libraries installed pursuant to this Resolution shall comply with the following standards:

- A. **Pedestrian Access.** A continuous clear pedestrian path of travel of not less than four (4) feet shall be maintained at all times, consistent with Americans with Disabilities (ADA) requirements.
- B. **Clearance from Public Infrastructure.** Little Libraries shall not be placed within three (3) feet of any utility poles, parking meters, signposts, or garbage cans. Libraries shall not be placed within five (5) feet of any fire hydrant or fire department connection.
- C. **Prohibited Locations.** Little Free Libraries shall not be installed:
 - a. In curb ramps, crosswalks, bus stops, streets, or curb restricted areas such as loading zones (yellow), ADA accessible parking zones (blue), or passenger loading zones (white)
 - b. Within required sight-distance areas at intersections or driveways
 - c. In a manner that interferes with utilities, fire hydrants, traffic control devices, emergency or maintenance vehicles
 - d. Affixed to any street tree or placed within three (3) feet of any street tree trunk. Installation may not cause any damage or severance to any street tree roots greater than two (2) inches in diameter.
- D. **Size and Height.**
 - a. Library box is no larger than 18 x 18 x 24 inches
 - b. Minimum height of two (2) feet with a maximum height of six (6) feet measured from finished grade.
- E. **Installation.** Little Free Libraries shall be securely anchored to the ground with a stand or post and not attached to other objects in the public right of way including street trees, light poles, or other objects. The library must be reachable without requiring users to step into the roadway. Little Free Library should be constructed of durable, weather-resistant materials.

If the applicant requests the library post be embedded or anchored in the sidewalk, then an encroachment permit may be required pursuant to Municipal Code Title

7, Chapter 2, Section 7-2.02, with the possibility of a permit and ensuing application and fee. Installation may not cause any damage or severance to any street tree roots greater than two (2) inches in diameter.

F. **Safety.** The structure shall not have sharp edges, protrusions, or features that pose a hazard to the public.

Section 2. Application and Approval Process

- A. Installation of a Little Free Library in the public right-of-way shall require approval through an application process administered by the Public Works Department
- B. Required application information includes:
 - a. Sponsor contact information
 - b. Proposed location and site plan
 - c. Description and dimensions of the structure
 - d. Identification of the party responsible for ongoing maintenance

Section 3. Fees

The City Council authorizes the waiver of application fees for Little Free Libraries installed in the public right-of-way.

Section 4. Maintenance and Operation

- A. The approved applicant shall be responsible for maintaining the Little Free Library in good condition, including cleanliness, structural integrity, and appearance
- B. Graffiti shall be removed within seventy-two (72) hours of notice by the City
- C. Little Free Libraries shall be used solely for the free exchange of books and reading materials and shall not contain commercial advertising.

Section 5. Content Standards

- A. The City does not monitor or approve materials and relies on sponsors to maintain content through voluntary self-governance
- B. The City does not assume any responsibility for the books, content, or other materials which are placed in a Little Free Library. And the sponsor is solely responsible for any books, content, or other materials.
- C. The selection of any material or resource in a Little Free Library does not constitute an endorsement by the City of Emeryville or its staff.

Section 6. Liability

- A. The applicant shall indemnify and hold harmless the City from claims arising from the installation, operation, or maintenance of the Little Free Library
- B. The City may require proof of general liability insurance as a condition of approval

Section 7. Revocation and Removal

- A. Revocation of a Little Free Library application will follow the same procedure as City of Emeryville Municipal Code Title 7, Chapter 5, Section 7-5.24
- B. The sponsor must remove the Little Free Library within seventy-two (72) hours of request from the City of Emeryville if it no longer complies with program guidelines or poses a hazard to public safety
- C. Upon removal of a sidewalk library, the sidewalk shall be restored to City standard such that any affected sidewalk will be flush with the surrounding sidewalk.