

# The Little Free Library Getting Started FAQ for Educators

After working with dozens of schools and organizations, we created this quick-start FAQ sheet to answer your questions, and provide you with the resources that will help you quickly and successfully start several Little Free Libraries!

## Securing Support from Administration

### Are other schools doing this?

Yes, dozens of schools and universities have put up Little Free Libraries with great success!

Southwest Tech is a two-year college that is celebrating 50 years by setting up 50 Little Libraries throughout their district. [They're raising funds and building Libraries together.](#)

Scott Elementary School in Naperville, IL [purchased two Little Libraries.](#) The staff decorated them, and then installed them on school grounds as a tribute to two former teachers.

Students in construction classes in La Joya, Texas [built three Little Free Libraries](#) and installed them in public parks around town. Dr. Gisela Saenz, Assistant Superintendent for Curriculum and Instruction at La Joya ISD, said "These structures might be LITTLE libraries ... but are sure to cause a BIG impact on student success."

### How much is this going to cost the school?

First you need to decide if you want to build your own Little Libraries, or purchase them from [our online store](#). If you purchase from our online store, pre-built Libraries and Kits start around \$150.

If you decide to build, then your costs will depend on the materials that you choose. Little Libraries are great projects for kids in woodworking classes! (See how high school [students in Duncanville, TX built 12 Little Libraries.](#))

Most people wind up paying \$50 - \$100 to purchase wood, hardware and paint. Don't forget to factor in the one-time registration fee of \$40 to purchase a charter sign and register with Little Free Library. [Learn more about registration.](#)

### What value does this bring to our students?

Building, decorating and installing one or more Libraries is a rewarding, tangible service project for students! It's a natural fit for Integrated Studies Programs.

Research has shown that one of the most successful ways to improve the reading achievement of children is to increase their access to books ([McGill-Franzen & Allington, 2009](#)).

Adding a Little Free Library to your school is a great opportunity to teach students about the importance of reading.

Plus, Little Libraries are great tools to combat the summer slide, and ensure that students have access to books throughout summer break!

## **Where should you put the Library – or Libraries?**

You can place the Library indoors or outdoors; anywhere that naturally gets lots of foot traffic is a good spot! Many schools have put multiple Little Free Libraries in different wings of the school.

Consider installing the Library by a sports field so that kids coming to practice, or siblings watching a game, pass by the Library and can browse books.

Place a Library by the playground, in a nearby park, or wherever kids would naturally hang out!

## **Where are the books going to come from?**

Have a plan in place to keep the Library stocked, because it's going to get a lot of use!

Designate a few people who will regularly check on the Library; they could be teachers, school staff, or the students.

Try assigning classrooms to be the Library stewards on a rotating basis. Students could be responsible for running book drives if the Library needs books, and ensuring that the Library is clean and organized.

Ask your school's PTA, the public library, local bookstores and service groups like Rotary Clubs for their support, too. These are all natural partners who may be willing to donate books or funds!

## **What happens during breaks and over summer vacation?**

Little Libraries are great ways to ensure that students always have access to books, especially during breaks! If there are teachers or staff who live by the school, ask them to keep an eye on the Library.

Or pick a team of students or PTA members who live nearby to be the stewards over summer break.

If you can't find anyone, that's OK, too! Let the neighborhood sustain the Library over the summer. Once everyone knows about it, your Library may well sustain itself.

## **Making the purchase**

Little Free Library wants to make your purchase process go as smoothly as possible. We can work with your paperwork requirements and budget process.

## **How do I get the 10% discount for educators?**

If you plan to purchase four or more Libraries, please contact [customerservice@littlefreelibrary.org](mailto:customerservice@littlefreelibrary.org) and we will guide you through the purchase process.

## Can I access your W-9?

It's always available on our [FAQs page](#) or [download our W-9 here](#).

## Can you provide an invoice – even before I can place an order?

[Fill out this form](#) designed specifically for schools and organizations and our accountant will arrange to send you an invoice.

## What if I need to pay with a purchase order or need to set up Little Free Library as a vendor?

[Fill out this form](#) designed specifically for schools and organizations and our accountant will work out the details with you.

## Can I pay by mailing in a check?

Yes, absolutely. Start by filling out [this form](#).

## How do I calculate shipping costs?

If you are planning to purchase fewer than four Little Free Libraries, then go to [our online store](#) and add the items you would like to purchase to your shopping cart.

Then, view your shopping cart and proceed through the checkout process. When you choose your shipping method, your shipping costs will be automatically calculated for you.

If you are planning to purchase four or more Little Free Libraries, please contact [customerservice@littlefreelibrary.org](mailto:customerservice@littlefreelibrary.org) and ask about bulk shipping discounts.

## How quickly will my items ship?

It depends on the items that you order. Charter signs and accessories usually ship within one week of purchase. Libraries may ship out in as little as two days, or as much as a few weeks.

When you check out in [our online store](#), the estimated arrival date of your items will appear beneath your chosen shipping method.

# Assuring a Successful Launch

## How do I get students and parents involved with the project?

Start by letting everyone know that a Little Library is coming to the school! Announce it to your mailing list and put up fliers.

Make it easy for students and parents to get involved by suggesting specific steps they can take, like saving up books and donating them to the school. Parents might be involved in service or professional organizations that would donate money or books.

If there are other Little Libraries in your area, set up a field trip to visit them and show students how they work.

## **Should we plan a Launch Party?**

Yes! We encourage all stewards to have a Grand Opening Ceremony. It's a great opportunity to build anticipation and spread the word about the Library.

Send out a press release to local media and invite them to the Grand Opening. Put an announcement in neighborhood newsletters, and make sure your mailing list knows, as well.

When the big day comes to "open" the Library, have fun with the event! Have a ribbon cutting, put out snacks, and provide activities like sidewalk chalk and a make-your-own-bookmark table.

Invite as many people as possible to the launch. Your goal is to create a sense of shared ownership, which is key to long-term success.

## **More questions?**

[Contact us!](#) We'd be happy to work with you and answer any questions you may have.