

# The Little Free Library Getting Started FAQ

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 Stakeholders

### Are other schools and groups doing this?

Yes, thousands of schools and community service groups 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.](#)

The Rotary Club of Longview, WA, raised funds to purchase [10 Little Free Libraries for local elementary schools.](#)

### How much is this going to cost?

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 community?

Building, decorating and installing one or more Libraries is a rewarding, tangible service project for any group!

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 neighborhood is a great opportunity to teach local kids and families about the importance of reading, and to provide 24/7 access to books in areas where books may be scarce.

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

You can place a Little Library indoors or outdoors; anywhere that naturally gets lots of foot traffic is a good spot!

Consider installing the Library in a public park, by a sports field, on a bike path or school bus route so that lots of people naturally walk by the Library.

## **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 will be the Library stewards aka the local caretakers who keep the Library in good shape.

Work with the public library, Friends of the Library group, local service groups or book stores to get regular book donations. Spread the word to the community that the Little Free Library is a gift to everyone, and it's everyone's responsibility to share books when they can.

## **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 Native American communities?**

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 the community involved with the project?**

Start by letting everyone know that a Little Library is coming to the area! Announce it to your local school's mailing list, post on social media, tell your neighborhood association or HOA, and post flyers around the area.

If there are other Little Libraries in your area, talk to the stewards of those Libraries to see how they announced their book-sharing boxes.

### **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, 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.