

Little Free Library Project

Arkansas State Library

Timeline

<i>Activity</i>	<i>Due Date</i>
Applications available	July 1-August 15, 2024
Applicants notified of status	August 30, 2024
Virtual training session	September 16, 2024: 10:00 a.m.
Pick-up / delivery	September 23-October 25, 2024
Installation of Little Free Libraries	November 29, 2024
Project feedback	May 1, 2025

Recipient libraries agree to:

- Decorate and install the Little Free Library on the library property, or other public property with the appropriate permission. Installation should be complete by November 29, 2024.
- Take care of the Little Free Library through regular cleaning, maintenance, and debris or vandalism removal.
- Keep the Little Free Library stocked with a wide variety of books in good condition and remove damaged and outdated materials, or materials of little interest to the community using the same standards the library uses to weed books from its permanent collection (e.g. books that are moldy, torn, contain outdated subject matter that could be damaging such as medical or scientific information, and textbooks or pamphlets).
- Register the installed kit and Charter Number with Little Free Library[®].
- Promote the Little Free Library through the library's regular communication channels including newsletters, local media, social media, and outreach activities; credit the Arkansas State Library and the Institute of Museum and Library Services with providing the Little Free Library.
- Attend a one-hour virtual training session on best practices of Little Free Library stewardship.
- Provide feedback on the project to the Project Leader no later than May 1, 2025.

Application & Selection Process

Applications can be submitted online only between July 1-August 15, 2024.

Applications will be scored by a team at the Arkansas State Library of at least three (3), but no more than five (5), individuals selected by the Project Leader. Team members will score applications individually and then convene as a group to make final selections.

If there are at least twenty (20) suitable applications received in the first round, all LFLs will be awarded on August 30. If there are not twenty suitable applications by August 30, the first group of LFLs will be awarded on August 30, then all remaining LFLs will be awarded on a first come, first served basis until all have been distributed.

Selection Criteria

Vision – The application demonstrates a clear commitment to fostering reading activities in the community and a commitment to engage community members in reading activities. (Up to 10 points)

Logistics – The application demonstrates a well thought out plan to get the project up and running including the manual labor to assemble and install the Little Free Library, and well thought out reasoning for placement of the Little Free Library. (Up to 10 points)

Sustainability – The application demonstrates clear planning to maintain the project by keeping the Little Free Library in good condition and well stocked. Issues addressed include routine maintenance, ongoing operating costs, and personnel assigned to the project, as well as having a plan in place to keep the Little Free Library well stocked with books. (Up to 10 points)

Distribution to Recipients

Individual recipients will coordinate with the Project Leader to receive their Little Free Library before October 25, 2024. Recipients should plan to pick their Little Free Library kits up at the Arkansas State Library in Little Rock; however, under certain circumstances delivery may be made by the Project Leader to the recipient library.

Project Evaluation

Recipients will be required to submit a short feedback narrative before May 1, 2025. Evaluation feedback will be shared with the Arkansas State Library Board and the Institute of Museum and Library Services in the annual State Program Report (SPR).