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Info Sheet for Satellite Collections, similar to Little Free Libraries (LFL)

The library will provide a sturdy shelf and opening collection of ~60 books for the LFL. Complex management can determine which finish color will best match their décor. The opening collection will have a mix of genres, fiction and nonfiction, for a variety of ages. The majority of the collection will be selected from the library's book sale.

The library will provide informational brochures about library programs and services and stands for those brochures. These, as well as any library signage, are to remain intact on the LFL. The library will provide replacement promotional materials monthly if notified by the complex.

The library will provide master copies of promotional materials for the LFL. The complex will provide any additional copies between visits to maintain a supply in the LFL. The library will put a label on each book with our name, website, phone and hours. The library will provide to the complex additional labels for materials donated on site or otherwise added.

The library will provide onsite programs quarterly by request. Possible programs could be a storytime for children, hosted book club, or a workshop about using digital services (databases, ebooks).

The complex will assign a representative to be the contact person for the library. The complex representative will send the library rough usage statistics each month via email. This will include circulation estimates, promotional material supplies, and collection needs. Any additional information (popular genres, collection gaps, demographics) is appreciated and will be used to customize collection development. The complex and library representatives will meet at least once per quarter to discuss usage, promotion, and any other issues that may arise.

The complex will oversee use, care, and security of the LFL. The LFL will be located in an area easily accessible to residents of the complex yet within control of complex management. The exact location will be determined by agreement between the library and complex. The library will retain ownership of all furnishings and fixtures purchased for the LFL.

Residents (and their guests) will use the honor system for the LFL. Borrowed books should be replaced. There is no fee for anyone to use the LFL. Residents are encouraged to donate personal books to the collection. Any item that the complex representative believes should not be included in the collection (due to condition or other concern) will be put aside for library review.

In the event that the complex does not wish to continue partnership for the LFL, the library will collect the LFL and all materials within 30 days of written request. If it is determined that the LFL program is not being adequately supervised or utilized, the library maintains the right to take possession of all equipment and materials within 48 hours with written notice of said intent.

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