

Volunteer to adopt a Little Free Library

Volunteer Requirements

- ✓ Physically able to perform required upkeep duties
- ✓ Willing to work with the public
- ✓ Over the age of 19 or accompanied by an adult
- ✓ Register with the Little Free Library Organization (Optional)

Volunteer Responsibilities

- ✓ Work with City of Port Moody staff to get approval for library
- ✓ Agree to maintain library during entirety of the library lifespan
- ✓ Build or purchase a Little Free Library and provide it to the City for installation (the City will install a post in the ground and mount the library)
- ✓ Visit library periodically and ensure:
 - Library collection is up to date
 - Library material is in good condition
 - Library structure is presentable and in working condition
- ✓ Send in annual reports to the City indicating the condition of your library

How to Sign Up

- ✓ All interested groups must complete and submit an application form (reverse)
- ✓ The City will review the application and may request additional information
- ✓ If the Little Free Library location is approved, enter into a Little Free Library Agreement

Application Form – Little Free Library

Applicant Name: _____

Address: _____

Email: _____

Phone: (____) - ____ - ____

Registering as a(n): Individual Family Organization

Name of Family or Organization: _____

Reasons for Volunteering a Little Free Library at this Location: _____

Are you volunteering to meet school or club volunteer requirements? If so, will you continue to volunteer once your credit has been met? Yes No N/A

Age Category of Proposed Library: _____

Desired Location of Proposed Library: _____

Desired Location: Private City Land Park Space

Signed: _____

Date: _____

The personal information collected on this form is collected, used, retained, disclosed, and disposed of in accordance with the Freedom of Information and Protection of Privacy Act and City of Port Moody bylaws. Should you have any questions or concerns about the collection of your personal information, please contact the Information and Privacy Coordinator at 604-469-4571 or foi@portmoody.ca.