



LibraryFarm Rules and Responsibilities 2019

The mission of the LibraryFarm is to provide a place for the community to grow, share and learn about food literacy, and organic, sustainable gardening.



General Information

The LibraryFarm is an organic, educational garden located on the grounds of the Northern Onondaga Public Library (NOPL) at Cicero. Its operation is overseen by the NOPL Cicero Library and the LibraryFarm Steering Committee, which is made up of LibraryFarm gardeners.

All LibraryFarm gardeners agree to use organic methods at all times. No fertilizers will be used in the garden unless they are certified organic.

The LibraryFarm has individual garden beds as well as designated food pantry beds. Individual beds are tended by an assigned gardener(s). All produce from the individual beds can be used or donated to the pantries by the assigned gardener. The food pantry beds are taken care of by members of the Food Pantry Team, and all produce is weighed and then delivered to local food pantries by volunteers.

All new and returning gardeners must sign the Liability Release and Community Agreement every year that they wish to participate in the LibraryFarm. These documents need to be turned into the NOPL Cicero Library. Gardeners must be over 18 years old, or be signed up to garden with an adult.

Garden Bed Assignments

The NOPL Cicero Library reserves the right to shift, move, or make other necessary garden bed/plot modifications within the LibraryFarm.

Returning Gardeners

Gardeners can continue using the same garden bed each year by completing the Community Agreement and Liability Waiver and returning it to the NOPL Cicero Library by the **March 15th** deadline. If paperwork is not received by this deadline garden beds may be reassigned to new gardeners from the waitlist.

New Gardeners

Gardeners interested in joining the LibraryFarm program can sign up beginning November 1 to get on the Garden Waitlist for the following growing season. Each spring as new garden beds become available, gardeners from the waitlist will be contacted. New gardeners will need to turn in a signed Community Agreement and Liability Release before being assigned a vacant plot.



Extra Garden Beds/Plots

Gardeners will all be assigned one raised bed or in ground garden plot to start. If additional beds/plots are available after the Garden Waitlist has been emptied, second plots may be assigned to those interested on a first come, first served basis. Second plots are not necessarily renewable from year to year, and will only be assigned if there is a surplus of garden beds available.

Abandoned Garden Beds/Plots

During the growing season (April to October) abandoned gardens will be reassigned as second plots or given to new gardeners from the Garden Waitlist. Throughout the growing season, a plot very overgrown with weeds and appearing unplanted or untended will be considered abandoned and revert to NOPL Cicero Library custodianship, unless the status of the plot has been discussed with the LibraryFarm representatives and exceptions are made. The LibraryFarm will make no more than three attempts to notify gardeners in advance.

Garden Maintenance and Expectations

Gardeners will be expected to actively maintain their plot from **June 1st** through **November 1st**. This includes the garden plot, the walkways or paths, and other areas adjacent to their plots. Gardeners are expected to plant, maintain, weed, harvest and clean-up.

Till-by and Plant-by Dates

All plots must be turned or tilled by **June 1st**. If a plot has not been turned over by this date, it will be immediately considered abandoned and reassigned. The planting deadline is **June 15th**. Gardeners who cannot plant by this date must notify the LibraryFarm **beforehand** to discuss an arrangement. Otherwise, plots not planted will be considered abandoned and reassigned.

End of Season

The LibraryFarm gardening season ends on **November 1st** and all annual vegetation, including empty stalks, trellises, garden tools, signs, debris and stakes must be removed by that date. This date applies equally to new gardens as well as renewals. The only exception will be winter crops and the numbered plot signs, which may remain in the plot.

Vacations & Leaves of Absence

Vacations and absences are normal and gardeners are encouraged to tell the LibraryFarm as soon as possible in order to make housekeeping arrangements with neighbors or with the Helping Hands Team.

Communication

Gardeners are responsible for maintaining a viable means of communicating with the LibraryFarm. Email is the primary means of LibraryFarm communications. Another means for communication is the LibraryFarm Facebook page. Those who choose to communicate through Facebook are requested to keep conversations friendly and supportive, and to not represent the opinions of other gardeners, the NOPL Cicero Library or the LibraryFarm in their conversations.

Public Education

Gardeners are requested to participate in garden tours and impromptu learning and sharing that takes place in the LibraryFarm throughout the growing season. Gardeners are also asked to participate in the creation of



garden literature, including production of “stake stories” that will describe plot contents, aspirations, experiences or thoughts each garden; unique creativity is strongly encouraged.

Miscellaneous LibraryFarm Rules

- Avoid growing plants or trellises higher than 4 feet, or garden in manner that might block the sun or the rain from reaching a neighbor’s plot
- Prevent weed growth over 12 inches
- Remove fallen or trimmed vegetation quickly and add to the designated compost bins
- Remove and trash (not compost) any diseased plants
- Avoid large plants, invasive or insidious plants, as well as most perennials
- Never weed, trim, or harvest produce from another person’s garden without consent
- Do not drive through the garden area or perimeter without permission
- Pets are not permitted in the LibraryFarm

Resources

The NOPL Cicero Library will provide the LibraryFarm members with property, water, serve as a conduit for information and communication, and hold meetings and programs related to the LibraryFarm. The NOPL Cicero Library also oversees maintenance of the area, including mowing of the perimeters of the garden.

Tools and Supplies

Tools and supplies including yard bags, garbage bags, a wheel barrow, shovels and rakes are located in the LibraryFarm shed currently located in the rear of the south side parking lot. The key to the shed is available for checkout at the circulation desk. Personal tools as well as buckets, tarps and bags should not be left unattended or unanchored in the garden. Containers should not be left to collect water in a manner that would attract mosquitoes.

OCCRA Compost

The NOPL Cicero Library will annually make arrangements for organic compost and mulch delivery from the Onondaga County Resource Recovery Agency (OCCRA) compost sites for use only in the LibraryFarm.

Fees and Funds

There are no fees associated with LibraryFarm. However, if the group chooses to do so, donations might be collected by the group, or by approved fundraisers to support group purchases, tools or deliveries.



Steering Committee and Teams

LibraryFarm Steering Committee

This committee will help determine the rules of the LibraryFarm, make decisions and coordinate activities and communications. The Steering Committee meets regularly during the year, at minimum every other month.

Food Pantry Garden Team

This team dedicates time to help grow, harvest, weigh and deliver fresh produce to the local food pantries using the dedicated Food Pantry garden beds/plots and surplus from participating plotters.

Helping Hands Team

This team will help coordinate the temporary maintenance of another person's garden when such help is requested.

Open House Team

This team will organize and help facilitate the LibraryFarm annual open house(s).

Important Dates to Remember

March 15 th	Community Agreement and Liability Waiver Due (returning gardeners)
April 1 st	Plot Assignments Posted for New Gardeners
June 1 st	Till by Date
June 15 th	Plant by Date
November 1 st	End of LibraryFarm Season

For the most updated information on LibraryFarm programs, events,
and workdays please visit our website at www.nopl.org

Questions? Please give us a call at 315-699-2032



2019 LibraryFarm Liability Release and Community Agreement

I, _____, understand and agree that in consideration for access to and the use of space in the LibraryFarm owned by Northern Onondaga Public Library (NOPL), that I assume any and all risk with respect to access and use of the LibraryFarm.

I acknowledge that use of the LibraryFarm exposes me to the risk of personal injury. I desire to use the LibraryFarm and agree to not hold NOPL, its officers, agents, employees and volunteers responsible for damage or personal injury I sustain by my use of the LibraryFarm.

I expressly acknowledge that I have no known medical conditions that would prohibit me from using the LibraryFarm, and I have no known medical conditions that could increase my risk of injury while using the LibraryFarm.

By agreeing to participate in the LibraryFarm program at NOPL Cicero Library, I also agree to the following:

1. I agree to adhere to and support the LibraryFarm Rules and Responsibilities and to participate in LibraryFarm communications, work teams, and LibraryFarm events to the best of my ability.
2. I agree to not use chemical fertilizers, pesticides or herbicides in the LibraryFarm. Seedlings obtained from inorganic growers are allowed but once transplanted into the LibraryFarm I will adhere to organic growing practices.
3. I agree to share my contact information (phone number and e-mail address) with NOPL Cicero Library. I also agree that it is my responsibility to keep the LibraryFarm advised of any change in my contact information.
4. I agree that any use of LibraryFarm and the LibraryFarm shed is my choice and I am responsible for personal items stored there. I will not hold the Library liable for any missing or damaged goods.
5. I agree that my use of the any tools in the shed or belonging to the LibraryFarm will be used at my own risk. In particular regarding the use of the weed trimmer, I agree to wear goggles, long sleeves and long pants, and read and follow the safety instructions.

Name: (please print) _____

Phone: _____

Email Address: _____

Raised Bed/Plot # _____ (Renewals only, new members leave blank)

Signature: _____ Date: _____

**Please sign and return this form to the NOPL at Cicero Library
8686 Knowledge Lane, Cicero, NY 13039**