

# JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

## Gardens Policy

*Adopted May 1, 2014*

This policy, adapted by The Jones Library, Inc. Board of Trustees on *April 3, 2014*, provides the guidelines necessary to ensure that Library grounds are kept safe, attractive, and manageable.

### Scope

This policy covers all parcels of land owned or maintained by The Jones Library Inc.

Munson Memorial Library is maintained by the Town of Amherst; however, it is understood that any changes to the Munson property originated by the Library or its patrons, or on behalf of the Library, should follow proper channels for approvals through the Town of Amherst and keep The Jones Library management informed.

### Enforcement

The Library Director and the Facilities Supervisor will ensure that this policy is adhered to.

### Synopsis

Maintenance of these gardens is historically a result of volunteer efforts, donations, and fundraising over the years. It is important that some structure be put in place to ensure that the gardens are properly maintained and managed. Library management needs to play a role in this process.

### Schedule of Maintenance

It is important that a schedule for cleanups is followed to ensure that the gardens look their best for school and college graduations. They also need to be properly prepared for the winter months. Cleanups are defined as removing leaves and other debris, trimming back, raking, planting, removing, and mulching where applicable. The schedule is defined as the following:

- Spring cleanups scheduled to be completed no later than May 1.
- Fall cleanups scheduled to be completed no later than October 31.

### Cleanup and Annual Maintenance Guidelines

- Individuals hired to perform gardening/landscaping work on Library property for a fee must have their insurance carrier provide a binder to the Library as proof of insurance prior to commencing work.
- Volunteers/hired individuals must remove clippings and debris from the property as they work. There are to be no debris piles left on Library property. Library staff is not responsible for disposing of debris.
- The Library dumpster may not be used for disposal unless approved by the Facilities Supervisor or the Library Director.

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- Vehicles used for cleanup purposes may park on Library property. There is to be no parking on lawns or sidewalks. The driveway should not be blocked for an extended period of time.
- To ensure the safety of the public, sidewalks should not be blocked by equipment.
- Power equipment and gardening tools should not be left unsecured and unattended.
- Any individuals hired to perform work for a fee, be it through private or public funds, on Library property must be approved by the Facilities Supervisor or the Library Director.
- Volunteers must adhere to the policy in regards to plantings, additions and removal.
- It is to be understood that the goal is to provide a safe, attractive environment with good sightlines and no overgrowth.
- Plantings must be kept trimmed and properly thinned as needed, avoiding overgrowth that could be used as cover for undesirable activity.
- Mulch needs to be laid every spring, during clean-up.

## **Additions/reductions/new plantings**

- Any new large plantings, beds, ornamentation, or garden designs must be approved by the Facilities Supervisor or the Library Director.
- Replacement of existing annuals and perennials is generally accepted without approvals, providing they are similar in size and growth pattern.
- If a new garden or expansion of an existing garden is proposed for review, it must include a plan for how it is to be maintained.
- Memorial trees or other donations (including but not limited to: benches, plantings, art installations) must be approved and accepted by Facilities Supervisor, Library Director, and in some cases the Board of Trustees.
- Non-Library related signage must be approved by the Facilities Supervisor or Library Director.
- Library management reserves the right to add, modify, or remove any gardens, art installations, seating, architecture or plantings on Library property at their discretion.

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