



Team Knitters

York University Cross-Campus
Capstone Classroom

SEED LIBRARY HOSTING GUIDE

Materials Provided

The materials included in the Woburn Pop-Up Seed Library are as follows:

- 2 42 x 18 x 32 cm wooden cabinets to hold the seeds
- 144 soil-filled ziploc bags
- 5 packages of approximately 85 small packets of varied seeds, labelled with seed name and QR code linking to seed library project website. Packaged according to release schedule
- 100 small pots
- 1 laminated 3 x 4 feet poster of seed library instructions
- 1 deck of 33 6 x 6 inch laminated seed instruction cards held on a key ring
- 30 full-colour flyers advertising the Woburn Pop-Up Seed Library
- Access to digital versions of instructional materials:
 - Flyers
 - Seed-growing instructions cards
 - Poster



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Setting Up & Managing the Seed Library

The seed library should be set up in a central and accessible community space on a table in the eyeline of staff members. The table should be a minimum of 1.5 metres in length and 0.5 metres in width in order to fit the two provided seed cabinets. At the beginning of each week, the cabinets should be filled with the provided seed packets for that week. Instructions for the placement of seed packets within the cabinet will be included in the seed box for that week. The two cabinets should be placed side by side on top of the table.

On the table will also be the associated materials, including the sign-out sheet, a pen/pencil, and the Seed Information Slides (affixed to the cabinet via a long cord), and a small sign reminding people that they may take up to 3 seed packets per household every week, and informing them that if they wish to receive some soil and pots, they should speak to the host staff. The 3 x 4 feet laminated poster should ideally be taped to the wall, however if this cannot be done due to the location or other constraints, it may be propped on the table in a manner that allows for full visibility of its contents.



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We ask that the seed library host keep the provided container, soil-filled ziploc bags, and pots in a location separate from the seed library setup - perhaps behind a main desk or in a storage room/closet. If a seed library patron wishes to receive soil and/or pots they must request it from library staff. The staff member could then provide the patron with 1 ziploc bag filled with soil, and give the patron both the soil and the pot size of their choosing. We ask that the dissemination of pots be restricted to 1 per household per week, however we set no limit on the amount of soil that can be provided.

If patrons wish to donate seeds from home, advise that any seeds they wish to donate should be placed in a sealed and labelled bag. These donated seeds should be placed in the bottom-most drawer of the seed cabinet, which will be labelled 'Donations'.



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Managing the Seed Supply

To ensure that the supply of seeds is sufficient for the length of the program, seeds will be grouped by week. The following section outlines which seeds go into which drawer. Any seeds left over from the preceding week may be carried forward to the following week. If the seed supply for a week is completely depleted prior to the end of the week, the next week's package can be set out, however we ask that you please contact the Seed Library Liaisons at knitters@growninwoburnsc.ca to arrange for an immediate seed restock.

Seed Categories

Drawer	Seeds
Cabbage	Bok Choy Pack Choi Cabbage
Lettuce	Great Lakes Lettuce Paris Island Organic Lettuce
Other Greens	Dwarf Curled Scotch Kale Vates Collard Spinach - Malabar Green



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Herbs	Spearmint Sweet Organic Basil Coriander Long Standing Italian Plain-Leaved Parsley Rosemary Fenugreek
Nightshades	Beefsteak Tomato Sweetie Cherry Tomato Black Beauty Eggplant Summer Red Hybrid Pepper Golden Calwonder Pepper Jalapeno Pepper (Hot <u>Chili</u> Type) Green Sprouting Broccoli Squash
Squash	Bitter Gourd or Bitter Melon Spaghetti Squash Dark Green Zucchini Japanese Long Cucumber Okra
Root Vegetables	Imperator Carrot
Alliums	Large Musselburg Leek Sweet Spanish Utah Onion
Beans	Golden Wax Yellow BushBean Contender Bush Bean Little Purple Snow Pea Blue Lake Pole Bean



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Returning the Seed Library

Prior to the end of the program, please contact the Seed Library Liaisons (knitters@growninwoburnsc.ca) to determine the time and date for the community partner to collect the materials. We ask that the loose materials be packed as best as possible within the white tub. If any materials were damaged or lost over the course of the program, please make note of them at the time of the incident and contact the Seed Library Liaisons.

FAQ

What is a seed library?

A seed library is a space that offers seeds to its patrons free of charge. The Woburn Pop-Up Seed Library provides seeds specific to vegetables that Woburn community members have expressed interest in growing and eating. For the first iteration of the program, we are also providing soil and pots to better prepare new growers.



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What is the staff's responsibility?

We ask that the staff monitor the seed library to prevent the theft or damage of the provided materials. To facilitate this monitoring, we advise that the materials be positioned within view of a staff station. The staff are also asked to manage the dissemination of pots and soil, and to keep these materials out of reach to patrons in order to prevent spills and messes.

Will we have to check that people are taking no more than 3 packets?

Although we encourage that households take no more than 3 packets per week, we do not wish to enforce this request through surveillance. Instead we will begin the program through an honour system, and hope that the number of sign-outs align with the number of seeds taken. If it becomes evident that the honour system is not working, please contact the Seed Library Liaisons to discuss implementing an alternative loaning model.

What happens if an item becomes damaged during the program?

If at any time during the program an item is lost or damaged, please contact the Seed Library Liaisons at knitters@growninwoburnsc.ca. The Liaisons will assess the extent of the damage and, if needed, arrange for replacement materials.



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What if the seeds run out ahead of schedule?

If the seeds run out in the first or second week of the program, please contact the Seed Library Liaisons immediately to request a larger supply. While waiting for this supply, you may put a portion (or all) of the next week's seeds out in the cabinet.

Contact Information

Seed Library Liaisons:

Primary Contact: knitters@growninwoburnsc.ca

Alternate contacts:

Name	Role	Personal Email
Shyamaly Vasuthevan	Project Manager	shyamaly.vasuthevan@gmail.com
Oreoluwa Ogunlude	Project Manager	ogunludeore@gmail.com
Taylor Cargill	Seed Library Liaison	taycargill@gmail.com
Lauren Rudolph	Seed Library Liaison	laurenrudolph@hotmail.com
Julie Lewczuk	Seed Library Liaison	julielewczuk@gmail.com