



## POLICY

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TITLE: Friends of the Library

POLICY NUMBER: 008

EFFECTIVE DATE: 1/25/2017

REVIEW DATE: 1/1/2020

SUPERSEDES POLICY NUMBER: 008 dated 7/2015; 3F91008

AUTHORIZED BY: Board of Trustees

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1. Purpose: To provide direction for Timberland Regional Library (TRL) employees in their relationship with the Friends of the Library (FOL) groups within TRL.
2. Scope: This policy applies to all TRL employees.
3. Definition: Friends of the Library – Non-profit organizations whose stated purpose is to support programs and activities of one or more TRL libraries.
4. Policy:
  - a. That the title of “Friends of the Library” is solely reserved for entities that actively fundraise for, and publicly support the goals and objectives of TRL as determined by TRL.
  - b. The Library Director is authorized to establish procedures to regulate the type and amount of services that TRL may provide to a FOL. All questions regarding FOL support of TRL programs, services and materials are to be directed to the Library Director.
  - c. In order to avoid conflicts of interest, TRL employees may not serve as a FOL, but only on their own time.
  - d. Under no circumstances may a TRL employee hold or exercise authority to sign FOL checks or to handle FOL cash. A TRL employee may hold and use FOL authorized and provided gift-cards to support TRL programs and services. When doing so, the TRL employee will provide the FOL receipts within 30 days, showing

the expenditures made on the gift card. Library Managers or their designee may attend FOL Board meetings by invitation of the FOL.

- e. Designated TRL employees will submit a request for funding of library programs and services at least annually with the FOL at an official FOL meeting. These requests will focus on how FOL resources and financial support might help promote the long-term goals and directions of TRL and their branch libraries.
  - f. TRL employees provide core services, such as programs, at their discretion.
  - g. TRL employees may acknowledge FOL support of TRL programs in publicity and promotional materials.
  - h. Donations such as computers and other devices, furniture, DVDs, magazines, and other materials are subject to the approval of the Library Director or designee and upon acceptance become property of TRL. Materials not utilized in the TRL collection may be sold to the FOL for that FOL's book sales and not to an individual for personal gain. The proceeds from the FOL book sales are donated to that FOL's local library in support of TRL's mission and programs. Materials from the TRL collection that are provided to a FOL are to be used only for support of TRL libraries.
5. References: Donation of Materials policy
6. Citations: None
7. By the enactment of this policy, the Board of Trustees of Timberland Regional Library concurrently rescinds any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, January 25, 2017