

FRIENDS OF THE LIBRARY POLICY

Policy level: Operational

Author: Manager, Library Services (2008); Communications & Marketing Librarian (2014)

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Purpose:

The Stormont, Dundas & Glengarry County Library (also known as SDG Library) Board encourages the establishment of 'Friends of the Library' groups within the United Counties. The purpose of this policy is to define the roles and responsibilities of Friends of the Library groups within the SDG Library system.

Definitions:

A Friends of the SDG Library group (also known as a "Friends group") is a formally established, independent, organization with its own executive committee, constitution and bank account(s). They are made up of volunteers with a common interest in supporting library goals and activities.

The Association of Friends of the SDG Library is made up of the individual autonomous Friends groups. The Association of Friends of the SDG Library facilitates communication among member Friends groups and reports on Friends activities at monthly Library Board meetings. Membership in the Association of Friends of the SDG Library by the individual branch Friends groups is automatic.

General Information:

In order to work together toward common goals, all parties must clearly understand their respective roles and maintain good communications. To that end, the following guidelines are provided:

The Library recognizes the existence of these independent organizations which share the goals of the Library. Friends groups:

- a) support library programs, events and activities,
- b) advocate and promote library services and literacy in their communities, and
- c) raise funds.

Friends of the SDG Library groups are not in any way a governing body of the Library's operations.

Funds raised by Friends groups (or any other Library support group) are not a substitute for adequate local governance funding.

Communication:

Ongoing communications between a Friends of the Library group and the SDG Library is vital to a successful partnership.

The Communications & Marketing Librarian or delegate will be the liaison for ongoing communications between Friends groups and the Library.

Friends groups will forward copies of their minutes, once approved, to the Library's Administration office.

To ensure compliance with Library policies and procedures, and to avoid potential conflict or duplication with other Library or County operations, all new Friends activities, including advocacy and fundraising activities, must be discussed with the Communications & Marketing Librarian or designate.

The Library Board will meet annually with the Association of Friends of the SDG Library to recognize their accomplishments, foster communication and discuss issues of mutual concern.

Establishing a Friends Group:

Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SDG Library Board. The Communications & Marketing Librarian is available to provide information, support, and liaison between Library administration and the (prospective) Friends group.

Volunteering:

The SDG Library welcomes volunteer assistance from our Friends, outside of their activities as "Friends of the Library". Friends who are volunteering with the Library must follow the guidelines provided in the Library's Volunteer Policy, including providing a Criminal Reference Check (CRC). Please refer to the Volunteer Policy for details on volunteering at the SDG Library.

Advocacy:

Friends groups advocate for public library service and literacy in the United Counties of Stormont, Dundas and Glengarry. Friends groups advocate in collaboration with the strategic goals of the Library. When engaged in advocacy activities, Friends groups will expend their own funds.

The Communications & Marketing Librarian or delegate will assist by bringing advocacy strategies to the attention of the Friends groups.

Donations:

As per the SDG Library's Donations, Sponsorship and Fundraising Policy, the Library welcomes and encourages donations from Friends groups for the purpose of enhancing

Library services. “Donation” means a gift or contribution of money, goods or services given to the Library voluntarily toward an event, project or program as a philanthropic act. All donations by the Friends to the Library must follow the terms set out in the Library’s Donations, Sponsorship and Fundraising Policy.

Sponsorships:

Friends groups may engage in sponsorship initiatives with the Library. “Sponsorship” means the support of a Library event, project or program in return for recognition of the support. All sponsorships by the Friends of Library must follow the terms set out in the Library’s Donations, Sponsorship and Fundraising Policy.

Fundraising:

The SDG Library and the Friends groups will work together to ensure an integrated approach to revenue generation and to maximize potential funding for the Library. “Fundraising” means collecting financial support for Library events, projects or programs through organized activities. All fundraising activities by Friends of the Library groups must follow the terms set out in the Library’s Donations, Sponsorship and Fundraising Policy.

The Library will also work closely with the Friends groups to determine appropriate fundraising goals and priorities for the enhancement of the Library and its services. The Communications & Marketing Librarian or delegate will bring funding needs to the attention of the Friends groups. All fundraising campaigns should be undertaken after thorough discussion in order to ensure that they are in keeping with the Library’s mission and the current Library Strategic Plan.

Funds raised by the Friends groups are intended for enhancement of library programs and services, and for select capital needs of the Library. Allocation of funds is under the sole authority of the Friends group that has raised them; however, the Communications & Marketing Librarian or delegate may provide advice on allocation priorities and may refuse offers deemed inappropriate for the Library.

Friends groups may use the name, brand and/or image of the SDG Library in their fundraising activities on behalf of the Library with the approval of the Communications & Marketing Librarian or designate.

Dissolution of Friends Groups:

Should a Friends group decide to disband, a letter informing the Library Board and Library administration must be sent to:

SDG Library – Administration
26 Pitt Street, Suite 106
Cornwall, ON K6J 3P2