

## Administrative Rules

Created: 3-20-2002

### Rule 1.6.1 – Friends of the Library

Edited: 7-6-2011

*Approved*

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#### Overview and General Rules

##### I. PURPOSE

To establish guidelines for staff support for independent Friends of the Library non-profit support groups.

##### II. OBJECTIVE

A Friends of the Library group is a non-profit organization formed by citizens who join together to support, enhance, and promote libraries. These non-profit groups operate in cooperation with the Library District, but are independent organizations governed according to their own bylaws. The objective of this policy is to define the relationship of these independent organizations to the Deschutes Public Library District, a tax-supported municipal corporation which has been established under the provisions of the Oregon State Statutes.

##### III. RULES AND REGULATIONS

- A. The Library District is appreciative of the many services provided by the Friends of the Library. Local library administration will provide coaching and technical support to assist each local Friends group to continue to operate as a thriving organization dedicated to the improvement of library services.
- B. A staff representative will be appointed by local library administration to serve as a liaison with an affiliated Friends organization to encourage close coordination between the two programs.
- C. Friends sponsored programs or activities which take place off-site or in a public meeting room are considered to be the action of an independent organization, and do not require the approval of the Library District.
- D. Friends sponsored programs or activities which take place on Library premises other than in a public meeting room must be approved by the local library administration.
- E. The local library administration may approve the modest use of library resources to support Friends activities so long as the use of those resources: does not interrupt library operations; does not create a significant, unforeseen budgetary impact; is consistent with state and federal statutes governing public libraries; is consistent with District policy and administrative rules.

For example, the library administration may approve the use of the library copier to produce a Friends newsletter which is used to advocate support for public libraries.

- F. Any requests to the Friends of the Library for supplemental financial support must first be approved by local library administration. Typically, a list of priorities will be developed by library staff and then submitted to the Friends of the Library.
- G. Any improvements to library facilities, including the purchase of new furniture, sponsored by the Friends of the Library must be approved by both the local library administration and the facilities manager.
- H. The Library District may choose to enter into an agreement with a local Friends groups under which the District assigns the Friends group the authority and responsibility to perform specific tasks in the District's name. Such agreements will be coordinated by the library administration and approved by the Library Director. See the appendices to this administrative rule for templates for agreements.
- I. Individual members of a local Friends of the Library group are encouraged to assist with library operations by serving as library volunteers. Library volunteers are unpaid staff supervised by the local library administration or another assigned staff member.