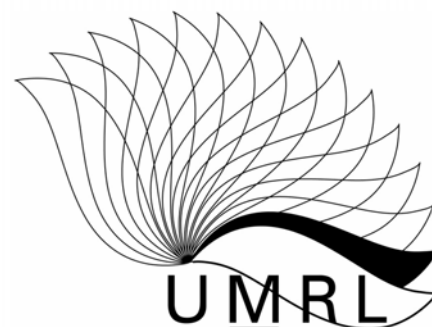


APPENDIX THIRTEEN – FRIENDS OF THE LIBRARY POLICY

K n o w l e d g e i s p o w e r



Policy Name:	Friends of Library Policy	Version Number:	001
Date of Production:	17/11/05	Produced by:	Tahnee Pearse
Approved by:	CEO	Date Approved:	27 th February 2005
Contact:	Manager Customer & Branch Services	Date to be reviewed:	27 th February 2010

The aims of a Friends of Library group are:

- To encourage the use of library and information services by the community
- To support and assist library management in the promotion and development of excellent library services
- To represent library users
- To undertake other activities appropriate to the interests of particular groups

It should be noted, that FOL bodies are separate entities to UMRL, Branch Libraries & Councils

Branch Co-ordinators are liaison people only. Branch Co-ordinators do not have active role in or responsibility for FOL.

These aims are achieved by:

1. **Promotion/Public Relations:**
to act in a public relations role while promoting and/or organising cultural, educational and leisure facilities and/or activities in the library.
2. **Fundraising:**
to raise funds and grant monies to support specific projects as requested by the Branch Manager or as initiated by the Friends in co-operation with the library manager
3. **Lobbying:**
to bring pressure to bear on local, state and federal politicians in matters of library policies and funding for library services

4. Community involvement

5. Volunteer

It is UMRL policy that any person who is a Friend of the Library and who wishes to work as a volunteer within the Library must adhere to the UMRL Volunteer Policy and be registered as a UMRL volunteer by completing the UMRL Volunteer Form. This is for insurance and public liability purposes.

It is deemed essential that to facilitate cooperation, the Friends group should hold regular meetings with library management, in particular the library manager or coordinator.

It is recommended that Friends groups are set up as not for profit bodies. It is recommended that they become an incorporated body. For more details regarding this, see the "Friends of Libraries Resource Book".

Reference:

Ferguson, D. (ed.) 2005, *Friends of Libraries Resource Book*, 2nd edn, Friends of Libraries Australia, Tullamarine, Victoria.

VARIATIONS

UMRL Reserves the right to review, vary or revoke this policy.