

FRIENDS OF THE LIBRARY POLICY

The purpose of this policy is to define the relationship and responsibilities in working with Friends groups formed to support branches of the Southeast Oklahoma Library System.

Definitions

Any recognized 501C3 non-profit organization of volunteers that aims to assist and support the goals of SEOLS or its branches is considered a Friends of the Library organization, hereafter referred to as FOL. Friends of the Library may exist in support of a particular branch library.

Support of FOL Activities

SEOLS shall generally support and assist in the promotion of FOL activities that raise awareness of FOL or raise funds for FOL, provided such activities do not conflict with SEOLS policy, procedures or activities. Current SEOLS policies and long range plan will be furnished to each FOL to assist their support of SEOLS branches. The Executive Director will work with head librarians to make a wish list of items not covered by the library's normal operating budget available to FOL groups.

Head librarians are expected to communicate regularly with FOL boards and to attend their meetings. Such time shall be considered work time for SEOLS. Head librarians shall make FOL aware of SEOLS policy and goals so that they may better direct their library support efforts. FOL are welcome and encouraged to use library meeting room spaces if they are not scheduled for library business.

SEOLS staff are allowed to collect money on behalf of the FOL with prior approval from the Executive Director.

Donations from FOL

All gifts and donations are subject to the SEOLS Gifts & Donations Policy.

Conflict of Interest

SEOLS Staff are allowed to join FOL groups but:

- May not be an officer in a FOL group,
- May not conduct bank transactions for a FOL group,
- May not engage in FOL activities that interfere with their duties as an employee of SEOLS, and
- May not count time in service to FOL groups as time worked without the approval of the Executive Director or in the exceptions listed for Head Librarians above.

Discarded Materials

SEOLS branches are permitted to give to FOL groups discarded informational materials for the purpose of selling. In order to accept discarded materials, FOL groups must commit to organizing and managing sales with their own volunteers and membership. SEOLS will make library space

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available for FOL book sales if sufficient notice is provided. Income from book sales organized and conducted by FOL groups shall be retained by the FOL for use at their discretion. Income from book sales organized and conducted by SEOLS staff may be retained by SEOLS for use at the local branch that sold the materials or collected and donated to the local FOL group.

App. November 14, 2017