

**MANAGEMENT GUIDELINES FOR**

**FRIENDS OF THE LIBRARY**

COMMITTEE:	Strategic Leadership Team	PASSED:	23 June 2016
TOPIC:	Resource Development	AMENDED:	
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

The Library supports the activities of the Friends of the Library society in the following ways:

**Advice and Support:** Advice and support of the Library Director or designate is offered; Library staff may act only in advisory capacities.

**AGM:** Upon invitation and with advance notice, a Library representative may attend the Friends' AGM.

**Book sale:** The Library donates materials such as books and audiovisual materials to the Friends. Those materials may be stored on the Library premises, space permitting. The revenue from the Friends' sale of these materials is donated to the library. Following the Friends' book sale, the Friends will be responsible for disposing of unsold items.

**Charitable Tax Receipt:** For accounting and CRA reasons, funds donated by the Friends to the Library are not eligible for a charitable tax receipt.

**Employee Volunteers:** In such cases that an NVDPL employee sits on the Executive Committee of the Friends of the Library, this employee must abstain from voting on financial decisions relating to the Library.

**Meeting Room Availability:** Subject to available, the Library will provide meeting space for Friends' meetings and events.

**Office; Use of Library Equipment/Supplies:** There is an office located on the third floor of the Lynn Valley Library which has been set aside for the use of the Friends for storage and workspace, with access to a photocopier for duplicating Friends minutes and other documents relating to the Friends activities.

**Publicity:** The Library assists the Friends to publicize their events and membership opportunities.

**Tax Return Preparation:** The Friends are responsible to organize and submit the annual tax.