

Millville Public Library Friends' Group Policy
(adopted 11/16/99)

The Board of Trustees and the Director of Millville Public Library recognize that a Friends of the Library Group is one of the greatest assets that a Library can have. Millville Public Library encourages and welcomes the growth and development of a Friends' Group.

The overall goal of the Millville Public Library Board and Director is to have the Friends' Group members meet periodically to discuss and suggest programs and plans that will benefit the Library.

It should be understood that a Friends of the Library Group assumes a role of support and public relations for the Library. A Friends of the Library Group is distinct and separate from the Library Board of Trustees and cannot assume the duties of the Library Board. The operation of the Library is the responsibility of the Library Director and the Library Board, and the Friends' Group may not enter into any project without receiving approval from the Library Director.

Cooperative Limits for the Friends of the Library Group:

1. Members of the Friends of the Library Group must be residents of Cumberland County, New Jersey.
2. The Friends' Group must maintain a current membership and officer list.
3. The Friends' Group must make arrangements to handle its own finances. Friends' funds cannot be integrated into the Library budget except as donations for specific purposes.
4. Purchase of library materials and/or equipment may not be done without the approval of the Library Director.
5. Personal property, other than exhibit-loans/displays, may not be placed in the Library unless it is donated without restriction.
6. Publicity and public relations efforts must be cleared through the Library Director.
7. Display of outside materials must be approved by the Library Director.

Cooperative Limits Addendum to Friends' Group Policy

8. The Friends' Group must make annual fiscal and activities report to Library Board.
9. The Friends' Group must abide by state, federal and local laws regarding operation of not-for-profit organizations.

Cooperative Support for the Friends of the Library Group
By the Library Administration and Board

1. The Library Director or a Library Representative will be present at meetings of the Friends' Group.
2. Staff from the Library will be made available for programs or planning related to Friends' sponsorship.
3. When available, support materials (tables, chairs, meeting space, AV equipment, etc.) will be provided by the Library for Friends' projects and activities.
4. The Library will assist the Friends' Group in the production and distribution of publicity materials for Friends' projects and activities.
5. The Library Director will receive information and news from the Friends' Group and include it in Library publications and calendars.
6. The Library will provide a speaker to the Friends' Group on request in order to present information on Library goals, plans and developments.
7. The Library Director will keep the Friends' Group informed concerning special needs and projects of the Library.