



WASHINGTON PARISH LIBRARY

Relationship with Supporting Organizations

Purpose

The Washington Parish Library welcomes the support of organizations that help the Library serve the community. These organizations may include the Friends of the Library, a Library Foundation, advisory groups, or other approved support organizations.

These groups are important partners. They help the Library through volunteer service, advocacy, fundraising, and community support.

This policy explains how the Library and supporting organizations work together. It also helps make sure staff, volunteers, and community members understand their roles.

Independent Organizations

Supporting organizations are separate from the Library.

Each organization is responsible for its own:

- Leadership
- Membership
- Meetings
- Money
- Fundraising
- Records
- Decisions

The Library and supporting organizations work together toward shared goals, but each organization remains responsible for its own operations.

Official Liaison

The Library Director is the Library's official liaison to all supporting organizations.

The Director may appoint another member of Administration or another Library employee to represent the Library for a specific meeting, project, or topic.

Only the Director or a designated representative may speak or make commitments on behalf of the Library regarding partnerships with supporting organizations.

Communication

To provide clear and consistent communication, requests between supporting organizations and the Library shall go through Administration.

Supporting organizations shall not assign work directly to Library employees or ask employees to perform duties on behalf of the organization.

Library employees shall not make commitments or approve requests on behalf of the Library unless authorized to do so.

Routine questions about Library services or programs may be answered by any appropriate staff member. Requests involving Library operations, staff time, facilities, resources, fundraising, or other administrative decisions shall be referred to Administration.

Library Staff Responsibilities

Library staff may:

- Provide factual information about Library services, programs, and policies.
- Share approved information about supporting organizations with patrons.
- Display approved materials from supporting organizations.
- Attend meetings when requested or approved by Administration.

Library employees shall not be expected or required to perform duties for a supporting organization that are outside the scope of their assigned Library responsibilities.

Requests for staff assistance shall be reviewed by Administration and approved only when they support the Library's mission and do not interfere with Library operations.

Financial Separation

Library employees shall not collect, receive, safeguard, deposit, process, or otherwise handle money on behalf of a supporting organization as part of their official job duties.

This includes, but is not limited to:

- Selling raffle tickets.
- Collecting membership dues.
- Accepting payments for fundraisers.
- Handling cash boxes.
- Processing sales for a supporting organization.

Employees may choose to support fundraising activities as private citizens while off duty.

Use of Library Resources

Library resources exist to support Library business.

Unless approved by Administration, Library equipment, supplies, technology, communication systems, facilities, and staff work time shall not be used to conduct business for a supporting organization.

Attendance at Meetings

Administration may attend meetings of supporting organizations as part of their assigned job duties.

The Director may also assign another employee to attend a meeting when their knowledge or expertise would benefit the discussion.

Employees who are assigned to attend meetings as part of their job duties shall be considered on duty and compensated according to Library policy.

Employees who choose to attend meetings as members of a supporting organization or as private citizens shall do so on their own personal time.

Staff Participation

Library employees may become members of supporting organizations and may participate in their activities as private citizens.

Employees who are members of a supporting organization shall clearly separate their role as a volunteer from their role as a Library employee.

Authority

The Library Director is responsible for carrying out this policy and may establish administrative guidelines to support its implementation.