

# Wairarapa Library Service “Friends” Policy

## Purpose

The Wairarapa Library Service is committed to involving the users of the libraries in assisting with library activities. This policy is to provide a framework of understanding between any formal Friends organisation and the library staff and the Library Committee.

## Definitions

1. Friends organisation for the purposes of this policy means any group established with the intention of supporting the library through the provision of volunteers, the raising of grants for the benefit of the libraries or in organising events related to library activities. Any such organisation does not necessarily need to be called “Friends of...”
2. The library staff is any employee of the Carterton District Council or South Wairarapa District Council employed to undertake library functions at any of the Wairarapa Library Service libraries. It also includes any volunteers employed directly by library staff at any of the libraries.
3. The Library Committee is the same as that outlined in the Wairarapa Library Service Strategic Plan. The role of the Wairarapa Library Service Committee is to set all policies and services operated by the libraries of the Wairarapa Library Service.

## Friends Organisation

1. Any group of individuals from the community served by the Wairarapa Library Service may consider establishing a Friends organisation.
2. Any such group should form with the intention of becoming a fully legal entity as an incorporated society or Trust.
3. Friends organisations should seek the assistance of the Library Committee, in the first instance, to establish a working relationship.
4. Individual librarians employed by the Carterton District Council or the South Wairarapa District Council cannot become financial members nor serve on the executive of any Friends organisation without first obtaining leave from the Library Committee to do so.
5. Any Wairarapa library service library wishing to use any person affiliated to a Friend’s organisation in any capacity, including as a volunteer, must seek leave from the Library Committee before employing that person.

6. The Library Committee and the Friends organisation should exchange documents (strategic plans, annual plans and any rules) at the earliest opportunity following the adoption of any such documents.
7. As a general guide Friend's organisations should be representative of the wider community served by the Wairarapa Library Service.