

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 8025 FRIENDS OF THE HAMMOND PUBLIC LIBRARY POLICY

The Board of Trustees of the Hammond Public Library looks upon Friends of the Hammond Public Library as an extremely worthwhile community organization which greatly benefits the Library. The Friends of the Hammond Public Library is a volunteer group organized to benefit the Library by raising extra funds, sponsoring programs, cultural events and exhibits, and raising community awareness of the Hammond Public Library.

The Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Hammond Public Library, and that the Friends of the Library has its own Board, goals, and purposes.

The Friends of the Hammond Public Library is distinct and separate from the Library and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Hammond Public Library.

Because Friends of the Hammond Public Library is an organization solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any action on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities. Library staff, with permission of the Library Director, may perform Friends computer tasks, computer printing, copying as assigned by the Library Director, or collecting book sale funds when volunteers are not present.

Operating expenses of the Hammond Public Library are provided through allocation of tax monies which are audited by state auditor. Friends' funds and Library funds shall not be co-mingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Hammond Public Library becomes the manager or caretaker of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Hammond Public Library projects and public relations programs on behalf of the Hammond Public Library shall be provided to the Library Director and the Library Board of Trustees of the Hammond Public Library.

The Hammond Public Library agrees that withdrawn materials will become the property of the Friends to sell in the Booksale Room at Main Library and at a designated location at the branch buildings.