

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Friends of the Libraries

**Last Library Review:** October 2021

**Next Library Review:** October 2022

**Purpose:** The purpose of this policy is to define the scope and organization of the Friends of the Texas Woman's University Libraries. The mission of the Friends is strongly aligned with the Libraries' service mission in support of TWU's values and vision.

**Note:** *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety*

### **Policy:**

1. The Friends is an organization established to promote and financially support the resources, services, and needs of the TWU Libraries and to serve as advocates for the value of the Libraries.
2. Friends provide a fuller understanding of the role of the Libraries in education.
3. Through exhibits, programs, publications, and other means the Friends assist the Libraries in supporting its educational mission.
4. Members can be advocates, social planners, fundraisers, Board Members, or volunteers committed to the development of the group in support of the Libraries.
5. Friends encourage gifts and recruit new members.
6. The group serves as goodwill ambassadors for the Libraries.
7. Monies raised by the Friends will be donated to the TWU Libraries.
8. The fiscal year of the Friends of the TWU Libraries runs from January 1 through December 31.

### **Organization:**

Membership is open to any person or organization interested in supporting the activities and programs of the TWU Libraries. Membership categories start at \$50/year. Benefits include check out privileges and invitations/advanced notice of special events, lectures, programs, and other items based upon membership level. Members receive the newsletter and TWU Libraries Annual Report in addition to a personalized bookplate on a book in the Libraries' collections.

The Friends Board consists of a core group of members dedicated to growing the membership of the Friends and advising on programs and activities. They help to engage the campus and broader community through strategic advocacy, education, and promotion of the value of the TWU Libraries.

### **Library Guidelines**

The TWU Libraries Friends will:

- promote collaboration and cooperation
- provide opportunities for networking
- assist with marketing and promoting the Libraries

- offer opportunities for fundraising
- celebrate the accomplishments of the Libraries
- speak in support of the Libraries
- provide support for the collections, services, and programs of the Libraries

**Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.