

## San Francisco Public Library Commission Policy Manual

Library Support Group Policy

Policy #301

Section: Community Relations

Adopted Oct. '91

Revised:

The San Francisco Public Library Commission recognizes the need for a partnership between the Library and the citizens it serves to accomplish the goals and objectives of creating and maintaining a great Library system dedicated to the access to information and knowledge by the culturally diverse, multi-lingual communities of San Francisco.

These partnerships shall be known and referred to as support groups.

Each support group shall participate in one or more of the following ways:

1. enhancing the Library's ability to carry out its mission;
2. developing effective responsive Library services and collections;
3. increasing public support, awareness, and use of the library and its services;
4. promoting dialogue among library staff, library users, community organizations, and the community.

Each support group shall afford the community an integral stake in the institution that it supports.

All support groups shall be established by the City Librarian. A support group may be a city-wide council, a Citizen's task force, an Issue's task force, or a special collection or service support group.

Each support group shall have a charter.

Each support group shall have a clearly defined mission and realm of responsibility.

The Library Commission will review for approval each support group and its charter before authorization by resolution.

Library guidelines and regulations governing support groups shall be reviewed and updated by the City Librarian and the Library Commission on bi-annual basis. The guidelines and regulations will be available for public information purposes.

All Library agreements with community support groups shall be entered in good faith. Any confidential information from any participant shall remain so until such time as both parties agree to public dissemination.

## LIBRARY SUPPORT GROUPS GUIDELINES AND REGULATIONS

### AUTHORIZATION OF SUPPORT GROUPS

The City Librarian may determine the need for the establishment of a city-wide council, a citizen support group or task force (hereinafter referred collectively as "support groups") to address system-wide concerns. The purpose of these groups will be to provide community advice and consultation and generate community support to achieve the goals and objectives of the San Francisco Public Library's Strategic Plan. Each support group and its Charter shall be approved by the Library Commission.

### CHARTER OF SUPPORT GROUPS

A charter for each support group shall specify the duties and size of the group and incorporate the Rules of Operation by reference.

### DUTIES OF SUPPORT GROUPS

The specific duties, assignments and objectives to be accomplished by the support council or task force shall be detailed in relationship to SPPL' s Strategic Goals and Objectives, SPPL' s Collection Development Policy, and the staffing and space limitations noted in the New Main Library Program and design. A task force shall be given a specific time frame in which to accomplish its assignment.

### MEMBERSHIP RECRUITMENT AND SELECTION

Staff should make initial contacts with community groups and individuals to ascertain which organizations and individuals might potentially be the most influential and knowledgeable in obtaining or accessing primary materials, financial resources and community knowledge and support.

A resulting slate of candidates should be compiled and submitted to the City Librarian for appointment. Note: unless appointed as "Staff Liaison" (q.v.), staff should not be appointed as members of community support groups.

Thereafter, a Support Group may make its own nominations to the City Librarian.

No citizen shall be appointed to more than one library-related support group.

The City Librarian may terminate a member's participation without Library Commission authorization.

### STAFFING

Members should undertake the work of the Support Group except as noted in the RULES OF SUPPORT GROUP OPERATION: "Staff Liaison".

## RULES FOR CITIZEN SUPPORT GROUP OPERATIONS

### Appointment, Terms

Members serve two-year terms and are appointed by the City Librarian with the concurrence of the SFPL Commission. Members can be re-appointed once by the City Librarian without Commission approval.

*This process is designed to create continuity on the support group and allow maximum participation. A two-term support group member (four-year veteran) can be re-appointed again after a one term hiatus (2 years) with the same term limits as a new member.*

### Compensation

Members of support groups serve without compensation from the SFPL. Expenses will not be reimbursed unless: 1) special arrangements have been made in advance and funding source identified, and, 2) the expenditure has been approved by the City Librarian in writing.

### Dissolution

The City Librarian shall review the operations of support groups annually and shall have the authority to disband support groups.

### Fund Raising and Financial Records

All donations and fundraising activities must be coordinated with the Friends of the San Francisco Public Library and when applicable, the SFPL Foundation (New Main Library Building). Separate, restricted fund accounts may be established by the Friends or the Foundation, but no additional or separate bank accounts or organizations should be incorporated on behalf of the library.

### Meetings

The standard for responsible activity is bi-monthly meetings. Support Groups may, however, schedule meetings as appropriate to accomplish their objectives.

### Outreach and Community Relations

A fundamental function of every support group will be to represent the Library in the broad San Francisco community, with an effort to explore the diversity of every community represented and effected by the scope of the specific support group's charter.

### Removal of Support Group Membership

The City Librarian may remove any member from a support group for due cause including, but not limited to, consistent absence from meetings, or demonstrated lack of interest. Termination should-be accomplished by written notice. The City Librarian may appoint a replacement who may serve on temporary basis until confirmed by the SPPL Commission.

## Reports

Each group shall submit a written report to the City Librarian and Library Commission by August 1 of each year, indicating accomplishment of the past fiscal year and activities planned for the next year.

## Staff Liaison

No support group shall function without the assignment of an liaison staff member. The primary role of the staff person will be to guide and advise the support group on library policies and resources. Support group work should be assumed by the group's membership. Staff work on behalf of the support group should be authorized in writing by the immediate staff supervisor and the appropriate Chief. The staff liaison assignment to support groups shall follow standard placement procedures of the library. Staff liaisons will work in good faith to establish a flow of ongoing information/communication among the library, the Library Commission and the support groups.

## BI-ANNUAL REVIEW

Library guideline and regulations governing support groups shall be reviewed and updated by the City Librarian and the Library Commission on a bi-annual basis. The guidelines and regulations will be available for public information purposes.