

# **Policy Manual**

## 900 Community Relations

The Whistler Public Library is committed to developing and maintaining positive relationships in Whistler with our schools, businesses, community agencies and government. In addition, we seek to foster strong relationships with libraries in the Sea to Sky corridor and beyond.

#### 901 Other Libraries, Institutions and Agencies

- 1. The Library is committed to positive working relationships with the larger library community regionally, nationally and internationally.
- 2. The Library actively seeks to partner with schools, businesses and non-profits to meet the needs of the community.
- 3. The Library will support regional library federations, consortiums and professional organizations through participation on advisory boards and contributing to support the collective knowledge of libraries.
- 4. The Library will cooperate with educational and cultural institutions by considering requests for field-work or special projects within the library.
- 5. The Library may employ co-op students, and students placed in jobs created through any government job creation program, subject to the approval of the RMOW.

### 902 Library Volunteers

- 1. The Library welcomes community members to volunteer their time, services, and expertise as Library volunteers.
- 2. When the Library does not have suitable roles or availability for volunteers, individuals will be encouraged to join the Friends of the Whistler Public Library.
- 3. The Library will advertise for volunteer support as needs arise, but cannot guarantee availability of volunteer work.
- 4. Interested volunteers will be willing to fulfill a Police Information Check (PIC) before beginning their work at the library.
- 5. Volunteers will commit to maintaining confidentiality, safety and respectful workplace ethics.
- 6. To be considered for a role at the library, volunteers must be 16 years of age or older.

### 903 Donations and Fundraising

- The Whistler Public Library (WPL) welcomes donations from individuals, groups and foundations, to enhance library services and resources. All donations must align with WPL's values and goals.
- 2. WPL is a registered charity. Tax receipts for donations are available upon request.
- 3. Donations and funds raised supplement WPL's core funding and will not be relied upon for day-to-day operations.
- 4. The WPL Board in conjunction with the Library Director have sole discretion over allocation of funds donated to the Library.

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- WPL's decisions, collections and services will not be influenced by donations or funds raised.
- 6. WPL reserves the right to decline any donation.
- 7. The WPL Board supports the Friends of Whistler Public Library's fundraising endeavours.
- 8. The WPL Board will initiate fundraising strategies for special projects.
- 9. Except where a special project warrants fundraising, the WPL Board will focus on advocacy and relationships with community organizations. Respect for fundraising endeavours of other community organizations in Whistler will inform WPL's fundraising strategies.
- 10. The WPL Board will publicly acknowledge funds raised for the Library. Significant donations supporting special projects will be acknowledged in a manner approved by the Library Director and the WPL Board. WPL respects the wishes of donors who prefer to remain anonymous.

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