



BOWLING GREEN STATE UNIVERSITY

FRIENDS OF THE UNIVERSITY LIBRARIES Governance Document

I. MISSION

The Friends of the University Libraries (UL), hereinafter referred to as The Friends, shall exist to support initiatives of the University Libraries; coordinate Board-sponsored programs and awards; and, promote the University Libraries and its collections and services to the local and regional communities.

The Friends of the University Libraries (UL) exists to support initiatives of the UL, coordinate Board-sponsored programs and awards, and promote the UL and its collections and services to the local and regional communities. The Friends plan, coordinate, and participate in various activities and are dedicated to the enhancement of library services, resources, collections, programs, and facilities.

II. GOALS

1. To accept cash gifts and gifts-in-kind for review and possible acceptance by the UL staff.
2. To recommend disbursement of cash in support of UL needs for specialized equipment, specialized materials, and special projects and events.
3. To organize, promote and sponsor events such as the ongoing book sale, annual Authors and Artists Reception, awards, and programs that generate funds and/or reflect and support the intellectual aims of the UL.

III. CONTROL OF GIFTS

Money raised by The Friends shall be administered by the Dean, and shall be deposited into the Bowling Green State University Foundation pending disbursement. The Dean in consultation with The Friends Board, shall disburse money. The Friends Board shall consider funding unique requests (see Goal #2) beyond those normally funded by existing budget lines (e.g., operating, personnel, travel, technology, marketing, and professional development funds). Funding normally shall be awarded for one-time, one-of-a-kind requests, unless the requestor provides compelling justification for ongoing support.

In-kind gifts shall be housed within UL pending evaluation for retention. Books and equipment not deemed appropriate for addition to UL will be sold or discarded, with any money raised from sales deposited into the BGSU Foundation account.

IV. BOARD MEMBERSHIP

1. **Composition.** The Friends Board shall consist of fifteen (15) Friends members selected to represent a broad range of constituencies in northwest Ohio, the Dean of UL, and the Executive Assistant to the Dean, who normally shall act as Treasurer of The Friends.

2. **Selection.** The Dean of UL, who may solicit the advice of The Friends Board, the Library Advisory Committee, and other appropriate bodies, shall appoint Board members.
3. **Terms of Appointment.** The Dean and the Executive Assistant to the Dean have statutory appointments. Other Board members normally shall serve three-year terms. The Dean of UL, however, has the discretion to appoint Board members to terms shorter than three years. Members are eligible for reappointment by the Dean. Terms shall be staggered to assure continuity.
4. **Officers.**
 - a. The **President** of the Board shall be selected from within the Board. The President normally shall have been elected from within the Board the previous year as Vice-President/President Elect. In the event that the elected Vice-President cannot succeed to the Presidency, the Friends shall elect a new President for a two-year term or for the remainder of a two-year term, whichever is applicable, from within The Board. The President shall preside over all Board meetings, and set meeting agendas in consultation with the Dean.
 - b. The **Vice-President or President-Elect** normally shall be elected from within the first-year members of The Board; candidates normally shall serve the second year as Vice-President and the final year as President of The Board. The Vice-President or President-Elect shall serve as liaison to the UL Webmaster for the Friends Web site.
 - c. The **Treasurer** shall be the Executive Assistant to the Dean and shall present a proposed budget annually during the first meeting of the Board and shall update and present financial reports during regularly scheduled meetings of the Board.
 - d. The **Secretary** shall normally be elected from within the Board, and shall schedule Board meetings, distribute agendas prior to each meeting, record and disseminate meeting minutes, and serve as the communications coordinator for the Board.
5. **Committees.** The work of The Friends Board shall be conducted in part through three committees with the support of the Administrative Office:
 - a. **Awards and Recognitions.** Coordinates the nomination and selection processes, recommends, and presents the awards, recognitions, and scholarships annually (see V and VI below). A UL employee with a strong background in research shall be a member of this committee.
 - b. **Events.** Plans, coordinates, and participates in the events held annually, such as the Authors and Artists Recognition Reception, and the Student Employee Appreciation Barbecue.
 - c. **Outreach.** Develops and executes an annual Friends membership recruitment plan and solicits private donations to underwrite or support Friends activities.

V. AWARDS

The Friends Board currently gives five awards. The Friends Board may choose to make additional awards. Awards shall be decided on by action of the whole Board upon recommendation of the Awards and Recognition Committee. Financial awards may be increased or decreased at the discretion of the board.

1. **The Friends Award.** This award is granted annually to honor a faculty or staff member (outside the library), student, community person, or institution who has contributed substantially to the growth and development of the UL.

2. **The Friends Employee Award.** This is an award granted annually to honor an UL staff member (administrative, classified, or faculty) who has made exceptionally valuable contributions to the growth and development of the UL. This award is valued at \$500.00. Applicants must be an employee of the library for a minimum of three years. UL employees are only eligible to win this award one time.
3. **The Friends Undergraduate and Graduate Student Employee Awards.** The Friends annually recognizes an undergraduate and a graduate student employee who have made exceptionally valuable contributions in serving patrons and to the growth and development of UL. Both awards are valued at \$350.00
4. **Friends Professional Development Award.** This \$500 award is presented annually to a University Libraries employee who wishes to undertake a program of professional development that will improve his or her job effectiveness. Preference will be given to new applicants. After one year, past recipients may apply for the award.
5. **The Beth Casey Friends of the University Libraries Student Sculpture Award.** This \$250 scholarship is awarded annually to assist a selected sculpture student in the pursuit of their artistic endeavors through financial support. The selected sculpture will be displayed in the William T. Jerome Library.
6. **Undergraduate Research Award.** This \$250 annual award was established to recognize excellence in undergraduate student research and writing at Bowling Green State University. The award encourages scholarly and creative research and promotes the use of University Libraries' collections, particularly the use of primary sources. Applicants must be currently enrolled BGSU undergraduate students, and submitted papers must represent work completed for a class or independent study within 18 months prior to the application deadline. Papers must include original research and preference will be given to applicants who have utilized primary sources from University Libraries. Submitted papers must be original manuscripts and must not have been published or submitted elsewhere.
7. **Club Jerome Award.** The Friends of the University Libraries sponsors two \$150 awards to provide monetary assistance for the education-related expenses incurred while enrolled at BGSU. This award may be given annually to an undergraduate or graduate Club Jerome members. Applicants must be enrolled during the semester it is awarded and be in good academic standing.
8. **Master of Library Science Award.**
This \$500 award is awarded to a University Libraries employee who is enrolled in or has been accepted to a Master of Library Science degree program. Preference will be given to new applicants, but when appropriate, past recipients may re-apply for the award. An individual will not be able to receive this award more than twice. Multiple awards may be given in a single year, if the Friends Board approves.

VI. GENERAL MEMBERSHIP

Individuals and corporate entities may become members of The Friends and express their support through the financial sponsorship of programs, events, or awards sponsored by The Friends, or through the payment of dues in a variety of donor categories. The Friends Board, in consultation with the Dean, shall determine the donor category and the amount of money associated with each category (see Friends membership brochure).