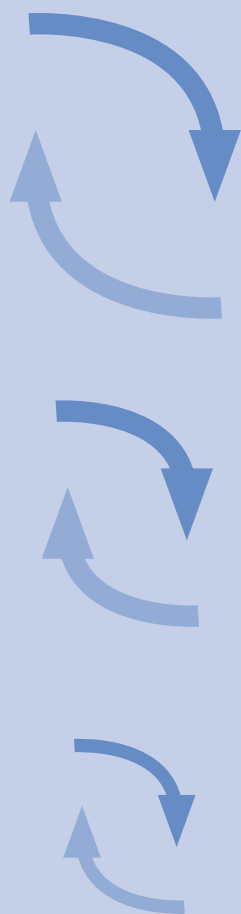


# KEY STEPS

1 2 3 4 5

## TO ESTABLISHING A FRIENDS OF THE LIBRARY GROUP



- ▼ Discuss the issues with a number of friends
- ▼ Form a Working Group with 4-6 people
- ▼ Write on one A4 sheet of paper the key aims and objectives in point form – be clear and brief, also prepare a draft constitution (FOLA can provide examples)
- ▼ Discuss the issues with the Library Manager, Branch Librarian or key stakeholder in the library
- ▼ Contact similar Friends bodies in your area and discuss your concerns
- ▼ Publicize a public meeting of interested persons, preferably at a time when you can gain the highest possible attendance
- ▼ Your reasons for the meeting should be printed and publicized as widely as possible
- ▼ At the 1st meeting, elect a Steering Committee, which may later constitute the basis of the new Friends group
- ▼ Allow at least 2-4 weeks before the 2nd public meeting is called to formally constitute the new Friends body, at which a formal constitution is adopted and a formal committee elected
- ▼ Write to the library authority informing them of the resolutions of the meeting
- ▼ Join FOLA and be a part of our national and international network of Friends



**Friends of  
Libraries  
Australia**