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 formerly 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