

# Washington Friends of the Library Handbook



Washington Library  
ASSOCIATION

Prepared by the Washington Library  
Friends & Trustees Association



*Dedicated to a true Friend of Libraries,*  
**Dorothy Jane Youtz**  
*“The Hat Lady,” who first proposed this handbook long ago.*





# Washington Friends of the Library Handbook

Prepared by Audrey Stupke,  
Washington Friends and Trustees Association  
an Interest Group  
of the

**Washington Library Association**

**April 1999**

# Acknowledgments

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The Washington Library Association (WLA) and the Washington Library Association Friends and Trustees Association (WLFTA), an interest group of WLA, endorse this handbook.

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- *Washington Library Association, Public Library Trustees Manual*
- Friends of the Library USA publications
- *Friends of the West Virginia Libraries Manual*
- *Minnesota Association of Library Friends Manual*

Permission to copy this handbook is granted. Additional unbound copies are available at cost from WLA, 4016 1st Avenue NE Seattle, WA 98105-6502, (phone) 206-545-1529, (fax) 206-545-1543, (email) washla@wla.org.

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# Foreword

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*“...that’s what Friends are for...”*

Friends of the Library promote, encourage, and embrace the work of their local libraries through a myriad of activities which include fundraising; garnering support for library projects; sponsoring special programs for adults and children; volunteering where needed; and keeping the library in the forefront of their communities.

***Friends are  
community  
members who  
care deeply  
about their  
libraries...***

Friends groups are non-profit organizations, which raise a large portion of their funds through book sales, membership campaigns and special community events. Friends are community members who care deeply about their libraries, and who unselfishly use their imaginations, energies, and experiences to strengthen and expand library services. It would be difficult to imagine Washington State libraries functioning without them.

This *Handbook* is prepared with the intent of assisting Friends in their endeavors and encouraging them to set their sights on the stars, and make wonderful things happen...for their library.

## Recipe for a New Friends Group

It's like the 18th Century cookbook recipe for fricasseed rabbit -  
"first catch the rabbit!"

So...the first step of the 'Friends Group Recipe' is to "catch" five to  
ten library lovers.

Add several cups of interest and a large pinch of commitment.

Mix in the aid of one library director ~ branch or main depending  
on situation.

Simmer ideas at a few planning meetings, and allow them to rise  
in a warm community.

Stir in one set of bylaws and some specific goals.

Look at recipes from other Friends groups and combine some of  
their ingredients with yours.

Allow slow cooking - flavors and ideas need time to simmer and  
blend.

# Bylaws

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*Enjoy this delicious concoction called...A New Friends Group!*  
Bylaws are a concise statement of purpose and organizational structure within which the Friends group functions. At the organizational meeting of a new group, a bylaws committee should be appointed to immediately begin work on this vital document.

A set of bylaws should include at least the following:

1. Name and purpose of the organization
2. Definition of membership and voting qualifications
3. Definition of the governing body, and how it is formed
4. Officers' terms and duties
5. Roles of standing committees
6. Bylaws
7. Nominating/elections
8. Budget and Finance
9. Membership
10. Programs
11. Publicity
12. Any provisions to meet fiscal audit criteria for non-profit organizations.
13. A procedure for amending bylaws
14. A statement of rules of order to be followed in official meetings.

***Bylaws are  
a framework***

Bylaws are a framework that allows groups to function consistently and efficiently. The language must be clear, yet not so detailed that amendments become a frequent issue.

For samples of bylaws, please contact the Washington Library Association office.

# Sources for Forms

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Generally, the following information must be provided to complete the majority of required forms:

**Description of actual programs** - who the organization is serving and why, demographics of the constituency, examples of programs and services provided.

**Percentages of financial support sources**; private or public support, statement of revenue and expenses, balance sheet.

**Names of incorporating leaders** - officers of the organization.

**Bylaws and/or constitution.**

## Articles of Incorporation

Office of the Secretary of State Charities Program

PO Box 40234, Olympia, WA 98504-0234

1-800-332-4483 or 360-753-0863 extension 247

<http://www.charities@secstate.wa.gov>

## Exemption from state and federal income tax

Internal Revenue Service

Western Area Distribution Center

Rancho Cordova, CA 95743-0001

1-800-829-1040

<http://www.irs.ustreas.gov>

**Form 1023** - Application for Recognition of Exemption under 501(c)3 of the IRS Code. Note: Contributions to the organization may be claimed on the donor's federal income tax, "to the extent allowed by law."

# Roles - Director, Trustees, Friends

	<b>Director</b>	<b>Trustees</b>	<b>Friends</b>
<b>General Administrative</b>	Administer daily operation of Library including personnel, collection development, fiscal, physical plant and programs.	Employ a qualified Library Director - maintain an on-going performance appraisal process for the Director.	Support quality library service in the community through fund-raising, volunteerism, and advocacy.
<b>Policy</b>	Implement policies adopted by the Board. Apprise the Board of need for new policies. Acquaint Friends with library policies.	Identify and adopt written policies to govern the operation and programs of the library.	Support library policies. Adopt a constitution and bylaws for the Friends.
<b>Planning</b>	Coordinate and report on long-range planning.	Ensure that the library has a long-range planning process with implementation goals and evaluation.	Provide input into long-range planning and remain knowledgeable as to the status of the plan.
<b>Marketing</b>	Coordinate and implement an on-going marketing program.	Ensure that the library has an active marketing program.	Promote the library's program in the community.
<b>Fiscal</b>	Propose an annual budget in consultation with the Trustees. Present current fiscal reports. Apprise Friends of special needs.	Secure adequate funds to carry out the library's program - assist in the preparation & presentation of the annual budget.	Conduct fund-raising which complements the library's mission and provide funding for special projects.
<b>Legislative</b>	Educate Board & Friends regarding laws that apply to libraries and any pending legislation.	Be familiar with local, state, & Federal library laws, as well as any pending legislation.	Serve as advocate. Represent the library program to legislators.
<b>Meetings</b>	Provide reports and participate in all Trustee and Friends meetings.	Participate at all Board meetings & see that accurate records are kept on file. Comply with Freedom of Information regulations. Appoint liaison to attend Friends meetings.	Maintain a liaison to all Trustee meetings. Friends Board members should participate in all Friends regular meetings.
<b>Networking</b>	Affiliate with state and national professional organizations - attend professional conference and workshops.	Attend regional, state (and national) trustee meetings and workshops.	Affiliate with state and national Friends organizations - attend their meetings and workshops.

# Friends' Meetings

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## **Bulk Mailing Permit**

This can be obtained at any Post Office if at least 200 identical pieces are being mailed.

Friends' membership varies greatly from community to community, so no one format for meetings can possibly work for all. Some smaller groups enjoy the socialization of monthly get-togethers, while larger organizations may prefer to meet once or twice a year, allowing their Boards to conduct business in the interim. No matter how meetings may be scheduled, some common guidelines should be followed:

1. There should be a regularly scheduled monthly meeting of the Board members - both elected office and appointed members at large. (Note - Board size is determined by each group, but remember that in addition to officers specified in the by laws, committee chairs and leaders for special events are always needed, so include some general members.)
2. There should always be a written agenda, for example:
  - a. Introduction of new members, guests
  - b. Minutes of previous meeting
  - c. Treasurer's report
  - d. Library Director and/or Trustees report
  - e. Committee reports
  - f. Old business
  - g. New business
  - h. Adjourn - *but not before ensuring that each member of the Board clearly understands any task or responsibility that he/she has agreed to undertake prior to the next meeting.* A suggested way to achieve this is simply to "go around the table" prior to adjournment, and ask each member to state his/her assignment.

*...no one format  
for meetings  
can possibly  
work for all.*

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***Celebrate  
successes***

3. When meetings of the entire membership are held, there should be an exciting program of very special interest.
4. Refreshments and a social time (even at Board meetings!) encourage exchange of ideas and allow Friends to become friends.
5. An annual meeting of the general membership should be held during the same month each year. An invitation should be sent to all members at least two weeks prior to the meeting, and might include the slate of officers for the coming year, plus membership information. At the meeting the president and committee chairs should report on the highlights of the Friends' year. There should, of course, be a prominently placed announcement about the dollars raised to help the library, and the ways in which the money was used. It's a perfect time to announce plans for future programs and projects too. A wonderful program should follow the meeting. Invite an author or a poet. Have his/her books available for signing. (If you sell the books yourself, be sure to check on local sales tax regulations.) Refreshments, such as hearty hors d'oeuvres or delectable desserts, provide a time for socialization and fun.
6. Celebrate successes throughout the year with special festive get-togethers at the library. The anniversary of a move to a new building or opening a new section, are examples of celebrations to consider. Or join in the 4th of July parade and have a picnic at the library afterward.

# Fund Raising

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Fund raising is an art and a science. It takes many forms from a simple book sale in the library lobby to a major campaign or project for some specific purpose. You may be lucky enough to have a Friends Board member who has past experience in this important aspect of Friends work. If not, turn to community members who do. Use strategies which seem to have worked well for other organizations and try to plan within the framework of a community calendar so that several groups aren't undertaking major fund raisers at the same time.

- Obtain tax-exempt status,
- Good leadership is the key.
- Recognize that people give because they believe in the "cause" and they believe in the "asker."
- People like to give for "things" - e.g. books, technology, and children's programs. Staff should prepare a "wish list" of wants and needs at the library, including approximate costs. Educate your prospects.
- People give for outcomes! Publicize accomplishments as a result of giving.
- Thanking participants is vital, and leads to repeat giving. Thank people promptly. Consider personal thank yous to individual donors, as well as thanks in large general ways - such as a community party at the Library to celebrate a special achievement.
- Encourage a broad base of support - ask EVERYONE! Don't pre-assume who can and cannot afford to give.
- Volunteers give more than twice as much as non-volunteers do. They are your best prospects.

***Friends fundraising takes many forms.***

*(Successful fundraising; a complete handbook for volunteers and professionals. Joan Flanagan. Contemporary Books. 1993.)*

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Friends fundraising takes many forms. Be imaginative in terms of your group's specific goals and/or needs. Examples of strategies and projects which other groups have used successfully follow:

**SPECIAL FUNDRAISING EVENTS**

Library Fair, Progressive Dinners, Jumble Sales, Auctions, Programs by well-known authors or local personalities

**BOOK SALES**

Major Sales - all day and at special events  
On-going Sales - in the library lobby or in a local shopping center

*Consider levels of membership...*

**CAMPAIGN FOR SPECIAL NEEDS**

Capital Fund, Endowment Fund, Technology, References, Specialty Books, Children's Room

**SALE OF FRIENDS "WARES"**

Book Bags, Shirts, Mugs, Note Cards, Pins, and Calendars

**MEMBERSHIP DRIVES**

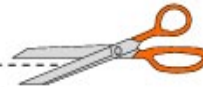
A well organized full-blown membership drive is best held periodically, rather than just mailing renewal forms. The campaign can be announced with much fanfare and publicity. Consider levels of membership, rather than one rate. It seems to encourage higher rates of giving.

# Be a Friend!

Come Check  
Us Out!

The Friends support the Library for our community's reading and learning enjoyment in many ways:

- ✓ a growing capital improvement fund
- ✓ an endowment fund which is a gift in perpetuity
- ✓ grants for collection enhancement and children's projects
- ✓ special events like the Library Fair and Holiday Tea
- ✓ two book sales each year
- ✓ Quarterly Bookworm - book reviews and news



## Friends of the Orcas Island Library

### Annual Membership Application

*Memberships run from September to September of the following year.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Type of membership:  Regular  Business

May we list your name for membership drive purposes?  YES  NO

YES - I would like to help on Friends projects!

**\$10 Membership**

**\$25 Membership** - choice of library mug or book bag

**\$50 Membership** - library mug and book bag included

**\$100+ Membership** - library mug and book bag included

Be a Friend! Complete the membership application and return it with your check to Friends of the Orcas Island Library, P. O. Box 1207, Eastsound, WA 98245. Mugs and book bags may be picked up at the library.

## Helpful Organizations and Associations

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### **Washington Library Association (WLA)**

Through its committees and Interest Groups, WLA helps develop and improve library services in the state. WLA provides continuing education for its members through workshops and annual conferences, supports a Legislative Committee, and employs a legislative liaison. Membership is open to all persons who are interested in libraries.

Gail Willis, Association Coordinator  
4016 1st Avenue NE  
Seattle, WA 98105-6502  
1-800-704-1529  
email: washla@wla.org

### **Washington Library Friends and Trustees Association (WLFTA)**

WLFTA is an Interest Group of WLA formed to address the concerns of Trustees and Friends in Washington State. The group sponsors workshops and programs for Trustees and Friends at annual WLA Conferences. A regular newsletter is sent to all WLFTA members. Twelve members serve on a Steering Committee to organize special projects and continuing education opportunities. Contact is the same as for WLA noted above.

### **Washington State Library (WSL)**

The State Library delivers information services to state government agencies, supports library services to staff and residents of the state's institutions, and provides interlibrary loan services to libraries in the state. In support of library development, the State Library compiles and publishes directories and statistics, provides continuing education opportunities, and consulting services. The consulting staff at the State Library are available to answer questions and provide information to existing and new Friends Groups.

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Washington State Library  
PO Box 42460  
Olympia, WA 98504-2460  
1-800-562-6090  
<http://www.statelib.wa.gov>

The Web site for the Washington State Library includes listings of training opportunities, grant opportunities, and continuing education grant guidelines and timetables.

**Friends of the Library, USA (FOLUSA)**

FOLUSA is a national Friends organization which serves as a clearinghouse for general information from Friends groups nationwide. FOLUSA prepares and publishes a newsletter, various pamphlets, booklets, and information sheets that are available to members, some at a small cost. FOLUSA holds an annual conference during the American Library Association's conference.

Friends of the Library, USA  
1700 Walnut Street, Suite 715  
Philadelphia, PA 19103  
1-215-790-1674  
FAX 215-545-3821

**American Library Association (ALA)**

Through a broad based program of legislative advocacy, public awareness and professional education, the American Library Association provides leadership and support for more than 100,000 school, public, academic and special libraries across the U.S. ALA holds an annual conference and publishes *American Libraries*, a bi-monthly journal.

American Library Association  
50 East Huron Street  
Chicago, ILL 60611-2795  
1-800-545-2433  
<http://www.ala.org>

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ALA Washington Office  
1301 Pennsylvania Ave NW, Suite 403  
Washington, D.C. 2004-1701  
1-800-941-8478  
<http://www.ala.org>

**Area Library System Councils**

Both city and regional systems often hold Friends' Council Meetings during the year. Friends from different branches within that system are invited to the Council Meeting to network. If your city or regional system has multiple Friends groups, but does not have a council organized, these meetings are recommended as a valuable tool.

## Helpful Books

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*Public Library Trustee Manual.* Washington State Library. 1997.

*Planning for Results: A Public Library Transformation Process.* Ethel Himmel and William James Wilson. American Library Association. 1998.

*Becoming a Fundraiser: the Principles and Practice of Library Development.* Victoria Steele and Stephen D. Elbee. American Library Association. 1992.

*Boards That Make a Difference.* John Carver. Jossey-Bass Publishers. 1990.

*FOLUSA Friends of the Library Source Book.* Sandra Dolnick. American Library Association.

For additional resources, work with your local library staff or contact Washington Library Association, Washington Library Friends and Trustees Association or the Washington State Library.

# Marketing Friends Groups and the Library

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Perhaps the most important role that Friends play is that of “marketing agents!” You are the cheerleaders for your library; the community members who stay informed about library projects, needs, and successes, and who proudly share information to promote the library at every opportunity.

*You are the cheerleaders for your library...*

- Cultivate excellent rapport with the editor or a reporter of your local newspaper. Insure that articles about Friends and/or Library projects appear regularly in the paper.
- Co-sponsor events and network with other community groups - e.g., historical society, cultural arts organization and the local schools.
- Host “thank-you” events for the community. These can often be connected with on-going special programs at the library such as a holiday tea, celebration of an accomplishment or achievement of a goal, or perhaps an author/speaker. Hold appreciation “get-togethers” for workers and volunteers after a library event like a big book sale.
- Write hundreds of thank-you notes. They make people want to keep on helping and giving.
- Talk about Friends’ projects at social gatherings such as your bridge club, Lions, Kiwanis, church, or neighborhood picnics.
- Use positive up-beat wording on sign-up sheets as you seek volunteer help - e.g. “Of course I’ll help!”
- Maintain on-going dialogue and interaction with the Library Director and Board of Trustees. Let the community see that you’re all working together.
- Help mount periodic displays at the library that appeal to special interest groups in the community - aviation, quilting, yachting, photography, historical aspects of the community, artwork. These will attract specific groups to



the library, and will probably generate new Friends members as well.

- Recognize local/state legislators who have supported library service. Perhaps a plaque or certificate presented at a special luncheon of community members and peers or make them an honorary member of your Friends group if they haven't joined yet.
- Perhaps most important of all - HAVE FUN! You've chosen to give many volunteer hours for the library you care so much about, and those hours should be pleasant, happy experiences. Allow time at meetings and work sessions to chat with other Friends and committee members, laugh together, have a pizza party at the Book Sale set-up session, and get to know one another as friends.

***Perhaps most  
important of all  
- HAVE FUN!***



# Advocacy

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Advocacy can be generally defined as trying to influence legislation or public opinion. Friends can and do get involved in this capacity at one level or another.

Direct advocacy means communicating concerns that your organization has about legislation 1) with legislators or government officials who participate in the formation of legislation or 2) with the Friends group's own members. Direct advocacy would include visiting a legislator about a bill, being in touch with your membership, and urging them to contact legislators.

Grass roots advocacy refers to an attempt to influence legislation on a library issue by affecting the opinion of the general public.

*Friends advocacy is most often done at the local level...*

Friends advocacy is most often done at the local level where members can very effectively encourage strong support for library issues - for example, the annual library budget, a major upgrade in technology, or maybe a bond issue to fund a much needed addition. This advocacy might be overt with Friends perhaps hosting kaffeeklatsch meetings to speak openly in support of the current issue, or it might be quiet, with a large group of Friends simply being present at meetings when such issues are being presented by the Trustees or Library Director.

Everyone in the community should be considered as a potential ally. Stay issue oriented, and be careful not to personalize any conflict which may arise with the opposition. Plan ahead for upcoming issues, taking advantage of what was learned during prior campaigns. The Library Director needs to be able to count on Friends support - both openly and quietly given.

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Attendance at Washington State's annual Library Legislative Day usually held in Olympia in February offers a great opportunity for Friends to meet with their legislators to discuss library issues and successes. There's a rally session in the morning at which our Washington Library Association legislative liaison and WLA president provide a briefing on library related issues. Clear handouts will provide a "jumping off" place for your discussion with legislators later that afternoon. Of course appointments must be previously scheduled with our busy lawmakers and sometimes it's necessary to meet with one of his/her legislative aides. Do coordinate your activities with your library's staff and Trustees - it's a wonderful team building day. There's a lot to learn and your participation does make a difference.

*Advocacy is an  
important  
aspect of  
Friends  
membership...*

WLA also sponsors an annual Friends' Week scheduled each spring during National Library Week. This also provides an opportunity to honor Friends, connect with local officials, and provide publicity for your library. Check with WLA or your Library Director for details.

Advocacy is an important aspect of Friends membership and signals the high regard which Friends hold for the libraries they support. Be prepared! Stay connected to your Library Board and staff. This is not a time to go out on your own, but rather with other well informed library buddies.

## Ethics

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It is important to include just a few words about ethics, particularly in terms of the members of the Friends Board. It is, of course, necessary to avoid situations in which personal interests might be served, and Friends Board members must always make a clear distinction in their actions and statements between their personal philosophies and those of the group and the library. Once consensus has been reached relative to any Friends Board issue, all members must support that position, even if they might personally disagree.

# Ideas! Ideas! Ideas!

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Story time at local day care centers  
Annual meeting that packs the house ~ great speaker & great food  
Sponsor a writers' group on Saturday mornings  
Silver tea to say thanks to volunteers  
Big bouquet of balloons ~ Hurray! We have 200 members!  
Pretty baskets of used books for sale in the library lobby  
Book cart drill team in the 4th of July parade  
Thank you dinner gift certificates for library staff  
Display of airplanes at the library including a real glider  
Dozens of red poinsettias in the library at Christmas  
Welcoming winter book sale with hot chocolate and donuts  
Money for interesting new books with Friends name plate as donor  
Joining hands with the Museum to mount displays and share equipment  
Quilt being made right in the library (sell tickets for drawing)  
Library visits to seniors and shut-ins  
Brand new capital fund - save now for something big later  
Fundraise for new technology - keep your library in touch with the world  
Champagne and cheese celebrating an anniversary - invite the community  
Book reviews and exciting monthly discussions  
Fund junior science program for summer afternoons  
Yummy refreshments at Board meetings  
Circus clown with big red nose telling stories  
Beautiful shrubs and park benches for library grounds  
Gigantic library fair - food booths, book sales, crafts vendors, auction, & entertainment  
Photo albums of Friends at work  
Book bags, mugs & T-shirts  
Family picnic on the library lawn with brass band  
Poetry reading and book signing

## Wrap-Up

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### **Remember...**

Your community library and Friends group are unique! There is more than one “right” way to create and maintain the momentum for a super Friends of the Library group! Ideas that seem great in other places may not be useful for you. It’s so important that your Friends group be designed to fit snugly into your community.

### **And...**

You are not in this alone! Form partnerships with other established Friends’ groups in your area. Turn to the Washington Library Association, Washington Library Friends and Trustees Association, and the Washington State Library for help. Ask questions, then more questions, and then one last question of all of us. We truly want you ~ and your library’s Friends group - to reach your goals. Take advantage of all the wonderful resources available.

### **Finally...**

We invite you to join WLFTA ~ The Washington Library Friends and Trustees Association.

**Thank You! And Welcome!**

*You are not in  
this alone!*

# Acronyms and Abbreviations

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**ADA:** Americans with Disabilities Act. An act which prohibits discrimination against people with disabilities in employment, public accommodations, public services, and telecommunications.

**ALA:** American Library Association. A national association for all types of libraries.

**ALTA:** American Library Trustee Association. A division of the American Library Association which supports, encourages, and provides information for trustees of libraries.

**CD-ROM:** Compact Disk-Read Only Memory. A sealed disk for storage of large quantities of data; cannot be changed by the user.

**CE:** Continuing Education.

**FAX:** Telefacsimile machine.

**FOLUSA:** Friends of the Libraries-USA. A national group which supports and encourages the activities of Friends of Libraries around the nation.

**FTE:** A measure used in personnel work to indicate full-time equivalency, for example, the number of full-time workers who would be employed if all part-time positions were added together.

**FY:** Fiscal Year.

**I&R:** Information and referral services.

**ILL:** Interlibrary loan. The transaction in which library materials are loaned from one library to another library for the use of a patron.

**IMLS:** Institute of Museum and Library Services. The federal agency which administers Library Services and Technology Act (LSTA).

**ISBN:** International Standard Book Number. A unique numerical identifier for each book or monograph publication.

**ISSN:** International Standard Serial Number. A unique numerical identifier for each serial publication.

**LAN:** Local area network. A computer network limited to the immediate area, usually the same building.

**LC:** Library of Congress.

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**LSCA:** Library Services and Construction Act. Federal legislation to support library cooperation, development, and improvement. Replaced by Library Services and Technology Act (LSTA) in 1997.

**LSTA:** Library Services and Technology Act. Federal legislations which provides funds for technology and services to special populations, administered in Washington State by the Washington State Library.

**MARC:** Machine Readable Cataloging. A standard format for computer data about library materials originated by the Library of Congress and now prevalent around the world.

**MLS:** Master's degree of library science.

**NCLIS:** National Commission on Libraries and Information Science, headquartered Washington, D.C.

**NEH:** National Endowment for the Humanities.

**NLW:** National Library Week.

**OCLC:** Originally stood for Online Computer Library Center. Now a national library-computer vendor that offers a shared national database of records (of library materials) for cataloging and interlibrary loan.

**OPAC:** Online Public Access Catalog. A catalog containing bibliographic records for the holdings of one or more libraries, stored on magnetic disk or other recording media, and made available online to the public. The catalog may be searched by author, title, subject, call number, and possibly other indexes. Any type of computerized library catalog.

**PLA:** Public Library Association, a division of ALA.

**PNLA:** Pacific Northwest Library Association, a regional organization.

**RCW:** Revised Code of Washington. A code containing the laws of the state of Washington.

**RFP:** A request for proposal to accomplish a project.

**T-1:** A leased-line connection capable of carrying data. The fastest speed commonly used to connect networks to the internet.

**TDD:** Telecommunications Device for the Deaf.

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**WWW:** World Wide Web.

**WAC:** Washington Administrative Code. A code containing regulations and rules of various agencies in Washington State.

**WAN:** Wide Area Network. A communications network that spans large areas (larger than a single building or campus) by using telecommunications lines provided by a common carrier, such as the phone company.

**WHCLIS:** White House Conference on Libraries and Information Services, held in 1979 and 1991.

**WIIF:** Washington Information Issues Forum. An electronic discussion group set up to facilitate electronic communication among libraries in Washington.

**WILL:** Workshop in Library Leadership conference which is cosponsored by the Washington State Library and the Washington Library Friends and Trustees Association.

**WLA:** Washington Library Association. A statewide library association which represents all types of libraries.

**WLFTA:** Washington Library Friends and Trustees Association. Affiliated with WLA, WLFTA represents the interests of trustees and Friends providing programs at WLA.

**WLN:** A Washington State-based library-computer company that offers a shared national database of records (of library materials) for cataloging and interlibrary loan. Recently merged with OCLC.

**WSACL:** Washington State Advisory Council on Libraries. A statewide group composed of representatives from library associations and different types of libraries which advises the Washington State Library on the use of federal funds in libraries in Washington State.

**WSL:** Washington State Library. The library which is responsible for statewide library development and provides information services to state agencies.

**WSLC:** Washington State Library Commission. The governing board of the Washington State Library with policy-making authority for the State Library and for the general development of libraries in the state.

**YA:** Young Adults.

# Notes

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