

## **Tennessee Library Association: Disaster Relief Policy and Procedures (adopted December 2010)**

### **I. Developing a Disaster Relief Fund:**

- a. The Finance Committee shall establish a line item in the annual budget for Disaster Relief. The amount budgeted may be set at zero and amended as relief funds are donated.
- b. Members will be invited to donate to the Disaster Relief Fund at the announcement of the fund's establishment, when joining TLA or renewing membership, and other times specially designated by the Executive Committee.
- c. A Disaster Relief information page will be created on the TLA website with a link for reporting disasters to the Executive Committee, space for news and photos about library disasters and relief efforts, a form for receiving funds by credit card and information about where to send donations by mail.

### **2. Identifying a Disaster**

- a. Persons aware of a natural disaster affecting a Tennessee library should contact any member of the Executive Committee to request assistance.
- b. The Executive Committee shall determine whether to issue a call for donations to help meet the library's needs.
- c. The Executive Committee shall inform the library community of the need for assistance using whatever means it deems most appropriate.
- d. The Executive Committee may request that the Public Relations Committee publicize information about disaster-affected libraries and the TLA Disaster Relief Fund to the library community and the general public.

### **3. Distributing Funds to Affected Libraries**

- a. The Executive Committee may designate a contribution to the Fund from the Association in accordance with the Association's guidelines for expenditures.
- b. The Executive Committee, in consultation with personnel at the affected library, shall determine what restrictions, if any, may be placed on the use of TLA's contribution.
- c. The Executive Committee shall determine when to send relief funds and in what amount.
- d. Any funds collected but not needed by the affected library may be carried forward in the Disaster Relief Fund for use on another occasion.

### **4. Funding Accountability**

- a. The Executive Director shall send acknowledgements to donors for funds contributed for disaster relief.

A report of contributions to and expenditures from the Disaster Relief Fund will be provided at each Board meeting.