

# FOPL

## Friends of Penketh Library

### Competition Policy

#### **Aims**

Competitions should be fun and they should also be fair. To achieve this aim, here are some guidelines to follow when setting the rules for FOPL competitions.

#### **Who can enter?**

We aim to encourage new and existing Library Users to enter our competitions, including those who visit the library or those who use the library service remotely via outreach or e-books. In particular, younger people should be included by choosing suitable topics and by having several age bands for entry.

#### **What will it cost?**

Our competitions will be free to enter.

#### **How will the winner(s) be chosen?**

The competition will be designed so that success depends on the exercise of skill, judgement or knowledge.

#### **Adjudication**

The name(s) of the Judge(s) should be published with the competition entry details. Ideally they would be independent person(s), with expertise in the competition topic.

#### **Prizes**

These will generally be small value 'fun' items, but if the prize offered is more significant, (say, valued at £5.00 or more) then FOPL members, Livewire employees and their families should be excluded from entering the competition.

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#### Rules and Terms and Conditions

Each competition will have its own specific set of rules of course; these should be published together with details of how to enter. Complex rules should be avoided where possible. Competition Terms and Conditions (T&Cs) must be provided to participants, who must be able to retain those T&Cs or easily access them during the period of the competition.

All "significant conditions" must be communicated to participants, including: how to participate; free entry route information; start and closing dates; details of prizes; restrictions on entry; any restriction on the number of entries; if more than 30 days after the closing date, the date by which prize winners will receive their prizes; how and when winners will be notified of results; how and when information about winners and results will be made available; the criteria and mechanism for judging entries (for example, the most apt and original tiebreaker); who owns the copyright of the entries; if and how entries will be returned; any intention to use winners in post-event publicity. Not all of these requirements will be applicable to every competition.