

3G | Sponsorship Policy**Revised: 4/10/19****Purpose**

While the mission of the Library is support the Roselle community through public funding, the Library welcomes ongoing, financial sponsorship from local businesses, corporations, families, and individuals. The aim of sponsorship is to obtain funding support to provide services, materials, and equipment that would otherwise not be available.

Guidelines and Conditions

All sponsorship funds must further the Library's mission, goals, objectives and priorities and safeguard the equity of access to Library services. No sponsorship agreement will give unfair advantage to, or cause discrimination against, any group or sector of the community.

Sponsors may not direct the selection of collections, materials, furnishings, or any other item(s) acquired by the Library through a sponsorship agreement, or require any endorsement of the sponsor's business or products.

No sponsorship agreement will undermine the integrity of the non-commercial public space the Library provides to the community. Direct marketing of products and services to minors is prohibited, except where relevant educational material is promoted in conjunction with programs.

Tax receipts cannot be issued for funds, products or in-kind donations and services given directly to the Library as part of a sponsorship agreement.

Approval

A letter of agreement outlining the terms and conditions of the sponsorship agreement shall be signed by both the sponsor and the Library's Executive Director, following approval from the Board of Trustees. Ongoing sponsorships may be reviewed by the Board on a regular basis. Support given with special requirements must be approved by the Executive Director and included in the written agreement prior to implementation. The solicitation of sponsorships by Library staff must receive prior approval by the Executive Director.

Authority for Implementation & Termination

The Library reserves the right to make decisions regarding the implementation of funding. All purchasing decisions made using sponsorship funds will resident with the Library's Executive Director and Management Team. All details as to design of programs and allocation of resources will also reside with the Executive Director and Management Team. The Library

Board of Trustees reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with the policy, or if that sponsorship no longer supports the best interests of the Library.

Related Policies

Spending Authority

Revised/Reviewed: 3/13/13, 2/9/11

Adopted: 10/8/08

