

Sponsorship

The Indian Trails Public Library District welcomes sponsorship from local business and corporations. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available.

Section 1: Guiding Principles

The following principles will guide the library in the solicitation and acceptance of gifts, grants or support to enhance or develop library programs and services:

- All grants and/or support must further the library's mission, goals, objectives and priorities.
- All grants and/or support must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against sectors of the community.
- All grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or the implementation of programs, or require endorsement of products or services.
- All grants and/or support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.

Section 2: Recognition and Acknowledgement

The library will ensure that each sponsor receives acknowledgement and, to the degree that the sponsor is willing, public recognition. The library will determine how recognition will be given. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for grants of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.

Acknowledgement of sponsorship may also take the following forms at the library's discretion:

- Launch of a special program or media campaign to announce the sponsorship.
- Sponsor's name on promotional materials.
- In all cases, the type and scope of recognition required by the sponsor will be weighed against the benefit to the library.

Section 3: Authority for Implementation & Termination

Library management reserves the right to determine, at any time, in its sole discretion, whether a proposed sponsorship is consistent with the Library's mission, goals, objectives and priorities.

The library reserves the right to make decisions regarding the implementation of funding. Purchasing decisions, including type of equipment, materials, furnishings, and other components of funds spent using sponsorship funds will reside with library management. All details as to design of programs and allocation of resources will also reside with library management. The Executive Director and/or the Board of Library Trustees reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this Policy, or if that sponsorship no longer supports the best interests of the library.