



## **SPONSORSHIP POLICY**

### **Purpose**

The La Grange Park Public Library District welcomes ongoing, financial sponsorship from local business, corporations, families, and individuals. The aim of sponsorship is to obtain funding support to provide services and equipment that may not otherwise be available. The Board of Library Trustees of the La Grange Park Public Library District believes that libraries play an essential role in the quality of life of our citizens and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund optional additional services or new, "startup" services.

### **Guiding Principles & Conditions**

The following principles will guide the La Grange Park Library District in the solicitation and acceptance of financial support to enhance or develop Library programs and services:

- All funds must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All 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 support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- Sponsors understand that the Library will ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All funds must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Sponsorships must not undermine the integrity of the non-commercial public space that the Library provides.
- The Library will only entertain sponsorship opportunities with companies whose products are legal for children and will not allow direct marketing of products to children, except where relevant educational material is promoted in conjunction with programs. Tax receipts cannot be issued for funds, products or in-kind services given to the Library as part of a sponsorship agreement.

### **Approval**

A letter of agreement outlining the terms of the sponsorship shall be signed by both the sponsor and the Library's Executive Director, following approval from the Board of Library Trustees. Ongoing sponsorships may be reviewed by the Library 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 of the Executive Director.

### **Authority for Implementation & Termination**

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 Library and/or the Library Board 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.