

NOTL Public Library

Policy Type: **Fundraising**

Policy Number: **FUND - 03**

Policy Title: **Sponsorships & Partnerships**

Policy Approval Date: **October 2015**

Policy Review Date: **October 2019**

To fulfill its mission, the NOTL Public Library welcomes a broad base of support from various sources including for-profit businesses. This policy sets out the requirements for business partnerships and sponsorships.

Section 1: Terms of Acceptance

1. The library negotiates partnerships with, and accepts support from, the business community in ways that will benefit and recognize the supporting companies while enabling the library to better achieve its mission without compromising its principles. The library recognizes that companies support the library not only out of a desire to be good community members, but also with a hope of a return or benefit to the company.
2. The NOTL Public Library does not accept cash, gifts of property, pledges of support, non-cash gifts or services, or partnerships with any company or organization that produces goods or services that may be considered illegal or harmful for certain members of the community.
3. The library does not accept any kind of support from companies or organizations that, in the judgment of the library, exploit members of the community in its product lines, advertising, marketing, and workforce.
4. The library maintains an independent position on issues and concerns at all times.
5. The library accepts support for collections, programs and services only when the content is to be determined by the library.
6. The library does not accept any support that implies or requires endorsements of products.
7. Acceptance of corporate support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the library. This agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.
8. The library board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in conflicts with this policy or if the sponsorship no longer supports the best interests of the library.

9. The right to refuse and/or terminate corporate contributions extends to support of third party fundraising for which the proceeds are designated to benefit the library.

Section 2: Recognition of Support

1. Recognition for major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the library's mission and purpose and will be meaningful for both the supporting companies and the library.
2. The library's intangible intellectual assets, including its name and likeness, will be protected at all times. Corporate partners will not be permitted to use the library's name for commercial purposes or in connection with the promotion of any product.
3. Official receipts for tax purposes will be issued according to library and CRA guidelines.

Section 3: CLA Policy Endorsement

1. The library board endorses the Canadian Library Association's Position Statement: Corporate Sponsorship agreement in Libraries as approved June 1997.

Related Documents:

Corporate Sponsorship Agreement in Libraries, CLA

www.cla.ca/AM/Template.cfm?Section=Position_Statements&Template=/CM/ContentDisplay.cfm&ContentID=3037

NOTL Public Library OP-04 Collection Development Policy

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.