

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Community Partnership and Sponsorship

PREVIOUS TITLE: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

REVISION DATE: May 21, 2024

RELATED POLICIES:

Gifts

Naming and Recognition

Purpose:

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

Definitions:

Community Partner: An institution, business, nonprofit organization, community group, or other governmental agency that, in the determination of District staff, has a community-oriented purpose that is complementary to that of the District. For clarity, the use of the term “partner” does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Community Partnership: A relationship between the District and a partner that involves an exchange of services, use of facilities, a newly created service or event, or other transaction that is mutually beneficial to both the District and the partner and is of benefit to the community. Both the District and the partner contribute equitably to the enterprise. For the purpose of clarity, the use of the term “partnership” does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Sponsor: An institution, business, nonprofit organization, community group, or individual that makes a contribution of benefit to the District.

Sponsorship: A mutually beneficial exchange between the District and a sponsor, whereby the sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement, or other promotional considerations from the District.

General Policy:

The District seeks and encourages the support of institutions, businesses, nonprofit organizations, and community groups to enhance or improve District activities, facilities, services, events and/or programs through the establishment of sponsorships and community partnerships. These relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its community partner(s) or sponsor(s).

Guidelines:

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships and sponsorships. As determined by District staff, all community partnerships and sponsorships:

- Must align with the District's strategic priorities and be in the best interest of the District and its library customers.
- Must be consistent with the District's mission, vision, and values.
- Must be consistent with all District policies.
- Must be approved by the Executive Director or designee, and approved by the Spokane County Library District Board of Trustees, as required.
- Must require a written memorandum of understanding or formal written agreement between the District and community partner or sponsor outlining each party's responsibilities or activities.

Community partners and sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.