

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

REVISION DATE: April 21, 2020

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 Partnership: a relationship between the District and an institution, business, nonprofit organization or community group that involves an exchange of services, use of facilities, a newly-created service or event, or other transaction that is mutually beneficial to both partners and is of benefit to the community. While the District and the partner may not have identical goals, their goals should be complementary. Each partner contributes to the enterprise.

Sponsorship: a mutually beneficial exchange between the District and an institution, business, nonprofit organization, community group or individual (the sponsor), whereby the sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement or other promotional considerations.

General Policy:

The District seeks and encourages the support of institutions, businesses, nonprofit organizations and community groups to enhance or improve library 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 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 Spokane County Library District policies.
- Must be approved by the Executive Director or designee, and approved by the Spokane County Library District Board of Trustees as required.
- May require a memorandum of understanding or formal agreement between the District and community partner or sponsor outlining each party's responsibilities or activities.



www.sclcd.org

Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

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. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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



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