POLICY: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

RELATED POLICIES:
Library Meeting Room Use

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

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action and/or decision may 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.