

**Joseph T. Simpson Public Library
Sponsorship Policy and Procedures
Adopted November 27, 2012**

Purpose

The Joseph T. Simpson Public Library welcomes the support of institutions, local businesses, non-profit organizations and community groups that will enhance or improve Library activities, services, events or programs through the establishment of sponsorships. These sponsorships shall serve as a means to pool resources and to advance the Library's visions, mission and strategic plan.

The Simpson Library will enter only into those sponsorships determined to be in the best interests of the Library. Sponsorships will be subject to the approval of the Director or designee.

Definitions

Sponsor – A sponsor is an institution, business, non-profit organization, community group or individual who contributes funds, products or services of a defined value to the Library in support of a Library activity, service, event or program. Requests from institutions, businesses, non-profit organizations or community groups seeking a sponsor relationship with the Library for a non-Library activity, service, event or program are subject to the approval of the Director or designee.

Sponsorship – A sponsorship is a mutually beneficial exchange between the Library and a sponsor, whereby the sponsor contributes funds, products or services of a defined value to the Library and, in turn, receives recognition, acknowledgement or other promotional considerations. Sponsors will be provided with a level of recognition commensurate with their contribution.

Sponsorships do not imply Library endorsement of the sponsor or its product or services. The sponsor is responsible for its own determination of deductibility and gift valuation for tax purposes.

A sponsorship differs from a philanthropic gift or donation in that a philanthropic gift or donation is a contribution of cash and/or products or services without expectation or requirement of a reciprocal benefit.

Authority

All gifts, grants or in-kind support offered to the Library with special requirements must be approved by the Director or designee.

The Library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with the Simpson Library. All details as to design of programs and allocation of resources will also reside with the Simpson Library.