



## **Pelham Public Library Sponsorship Policy**

Scope: Regulates and outlines recognition of Donors and Sponsors to the Pelham Public Library

Approval: March 2004

Replaces: Recognition of Monetary Donations Policy of the Library Board, 1991

Revision Date:

### **Intent:**

Pelham Public Library benefits from the support of sponsors who increase our ability to deliver library services to the public and from enhanced partnerships with individuals, corporations and not-for-profit organizations.

The Pelham Public Library actively solicits and encourages the public, business community, service and other organizations to become sponsors.

### **Regulations:**

The sponsor, its staff, product or service must not present an obvious conflict of interest with the mandate and/or operation of the Pelham Public Library.

The product of the sponsor must not be deemed hazardous to the health of individuals or to the community.

The sponsor must have no expectation of having an influence on the selection of materials for the library or any of the policies or practices of the Pelham Public Library.

The Library Board will be the sole arbitrator of what constitutes a conflict of interest with the mandate and/or operations of the library and what is deemed to be hazardous to the health of individuals or of the community.

### **Procedure:**

All inquiries concerning the sponsorship of any Pelham Library collections, services, or products should be directed to the Chief Executive Officer.

The Chief Executive Officer and the sponsors will jointly agree on all the details concerning the sponsorship, such as suitable knowledge, length of sponsorship, etc.

3. The Library Board will be notified of sponsorship negotiations/agreements and donations over \$1,000 in the event they were not part of a planned campaign.
4. Acknowledgements of donations will be based on the Library's Recognition of Monetary Donations Policy, Item 5. Other acknowledgements involving substantial donations which may affect the Library's physical appearance and/or level of commercialism will be discussed with the Library Board.
5. The Donor Board in the lobby of the Fonthill Branch will be used to recognize donations of money or government/other project support over \$1,000. Other acknowledgement for donations of that size and smaller will be letter of thanks and recognition in the Library's annual report/newsletters if desired  
The plaque size is determined by the amount given – either one-time or cumulative as follows :
  - Small -- \$1,000 to \$5,000
  - Medium - \$5000.00 -- \$10,000
  - Large -- \$10,000 - \$25,000
  - Ex-Large -- \$25,000 and above
  - Special Recognition for donations above \$25,000. To be discussed with the Library Board.

With support of a specific event, the company/individual/agency will be acknowledged on event material and acknowledged in program introductions. Donation of services and and/or product provision will be handled on a case by case basis, with equivalent value being considered.

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