



Mentor Public Library Sponsorship Policy

The Mentor Public Library welcomes sponsorship from local businesses, corporations, community groups, families, and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. A sponsorship is an exchange in which a sponsor's donation of cash, products, equipment, or services is publicly acknowledged by the Library.

Sponsorship Guiding Principles:

Agreements between the Library, its sponsors, and collaborative partners must benefit all parties. These relationships should further the Library's mission, goals, objectives, and priorities in the following ways:

- Increase Library visibility in the community.
- Support regular or special Library activities, services, events, and programs.
- Enhance or create ways to respond to identified community needs.

The following principles will guide Mentor Public Library in the solicitation and acceptance of gifts or support. Sponsorships must:

- Safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- Protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- Leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.
- Ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- Honor the community's trust in the Library

Sponsorships do not imply Library endorsement of the sponsor, its products, or services. The Library reserves the right to refuse any sponsorship that it feels is inappropriate or unsuitable and may cancel any sponsorships at any time in its sole discretion. The sponsor is responsible for determining deductibility and gift valuation for tax purposes.

Recognition and Acknowledgment

The library will ensure that each sponsor receives acknowledgement and, to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and will be included in the board packet

- Any special recognition agreements will be stipulated in the letter.

Approval

Sponsorships will be subject to the approval of the Executive Director or their designee.

Authority for Implementation

The library reserves the right to make decisions regarding the implementation of each gift or offer of in-kind support. Purchasing decisions, including type of materials, equipment, furnishings, or other components of a gift will reside with library management. Program development and resource allocation will also reside with library management.

Approved May 17, 2023

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