

Jessamine County Public Library Sponsorship Policy		
Effective date: 06-14-2012	Last revised: 07-20-2022	Last reviewed: 07-20-2022

The Jessamine County Public Library welcomes sponsorship from local businesses, corporations, families and individuals with the aim of obtaining funding or in-kind support for services and equipment that may not otherwise be available.

Guiding Principles

The following principles will guide the Jessamine County Public Library in the solicitation and acceptance of gifts, grants or other support to enhance or develop library programs and services:

- All gifts, grants, and/or support must further the Library's mission, goals, objectives, and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants, and/or support must not compromise equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, any sectors of the community.
- All gifts, grants, and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of any products or services.
- All gifts, grants, and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All gifts, grants, and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development Policy.

Recognition and Acknowledgement

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 a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Launch a special program or media campaign to announce the gift.
 - Include sponsor's name on promotional materials.
 - Place small standardized plaques on donated furniture or equipment.
 - Place library bookplates on donated items.
- In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

Approval

All gifts, grants, or in-kind support given with special requirements must be approved by the Executive Director and Library Board of Trustees.

Authority for Implementation

The Library Board reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support that exceeds \$20,000 in value. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to design of programs and allocation of resources will also reside with Library management. The Library Board reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Executive Director or the Board, the services or image of the Library warrant such action.