

## **Westport Library Sponsorship Policy**

### **Purpose/ Definition:**

As part of its fund-raising efforts, the Westport Library will seek and/ or accept applications from corporations, individuals, and community organizations (“sponsors”) for sponsorship opportunities for the Library’s programs, services and events as herein set out. A sponsorship is an exchange in which a sponsor’s donation of cash or services is publicly acknowledged by the Library.

### **Process:**

The Executive Director may approach a likely sponsor, or a potential sponsor may submit a proposal to the Executive Director for sponsorship opportunities. Each proposal shall be evaluated on a case by case basis. All sponsorships shall be memorialized in writing setting out the parties, terms, and conditions.

### **General Conditions:**

1. No sponsorship shall be in conflict with the Library’s mission, objectives, policies or practices. 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.
2. A sponsorship does not mean, nor should it be presumed, that the Library endorses a sponsor’s products or services.
3. A sponsor will not receive treatment other than what is set out in the written agreement; nor shall it influence policies and practices of the Library.
4. All decisions regarding sponsors and sponsorships shall be made by the Executive Director or a designated staff person and shall be communicated to the Board in a timely fashion. All decisions shall be final and are not subject to review.

*Amendment The Library Board of Trustees reserves the right to amend this Sponsorship Policy at any time.*

*Adopted by the Library Board of Trustees April 22, 2020*

**The  
Westport  
Library...**