

**POLICY: CO-SPONSORSHIP OF PUBLIC PROGRAMS**

**POLICY #: B-OP-05**

COMMITTEE: Library Board	PASSED: September 2000
TOPIC: Operating Policies	AMENDED: 25 June 2015
	REVIEW PERIOD: As required.

**PURPOSE**

The purpose of this policy is to clarify the terms under which the Library may work with community partners to co-host events.

**POLICY**

The Library seeks opportunities to work with community partners and regularly hosts programs with co-sponsors. The decision to co-sponsor a program is made in consultation with Library Management. Approval is based on operational capacity and alignment with the Library’s strategic direction and goals.

1. Library staff and the co-sponsor will work together to plan the event. The content of the program and the timing will be mutually agreeable.
2. There will be no charge to the co-sponsor for the use of Library space.
3. Publicity will be done by the Library as well as the co-sponsor.
4. The co-sponsor must acknowledge the cooperation of NVDPL in all publicity (Library logo and name).
5. The Library may display relevant library materials in the meeting room at the time of the program.
6. Library staff will make every effort to introduce and thank the speaker or performers.
7. The decision on whether or not to charge admission will rest with Library Management.
8. An assessment of the program and the co-sponsorship will be undertaken by a designated staff member and a representative of the organization.

Reference made in programs to any specific products or services does not necessary constitute or imply its endorsement or recommendation by the Library. The activities, beliefs, or opinions expressed by the speakers in the program do not necessarily state or reflect those of the Library.

**RESPONSIBILITIES**

The Library Board is responsible for this policy. The Library Board supports this policy and procedures.

The Director of Library Services is responsible for implementing this policy.