



## Otonabee – South Monaghan Public Library

Policy Type: **Financial**  
Policy Title: **Sponsorship**

Policy Number: **FN-02**  
Initial Policy Approval Date:  
Late Review/Revision Date: **April 2025**  
Year of Next Review: **April 2028**

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The Otonabee – South Monaghan Public Library welcomes sponsorships from individuals, businesses, and other organizations that will enhance and support value-added services, programs, and resources to the community.

### Section 1: Terms of Acceptance

1. OSM Public Library does not accept any cash or gift of property, pledge of support or non-cash gift or services, or enter any partnership with any company or other organization that produces goods or services that may be considered harmful or illegal for certain members of the community.
2. The Library does not accept any kind of support from any company or organization that, in the judgment of the Library, exploits certain members of the community in its product lines, advertising, marketing, and workforce or in any other way.
3. The Library maintains an independent position on issues and concerns.
4. The Library will only enter into sponsorships determined to be in the best interests of library users and aligned with the values and strategic priorities of the Library.
5. The Library does not accept any support that implies or requires endorsements of products.
6. Acceptance of corporate support will take the form of a written agreement signed by representatives of the sponsoring organization and authorized representatives of the Library. This agreement will define the terms of the sponsorship and any recognition to be provided to the sponsor.
7. The Library Board reserves the right to terminate an existing sponsorship should conditions arise during the life of the sponsorship that result in it conflicting with this

policy or that sponsorship no longer supports the best interests of the Library.

8. The right to refuse and/or terminate corporate contributions extends to support of third-party fundraising for which the proceeds are designated to benefit the Library.

## **Section 2: Recognition of Support**

1. Recognition for major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and the Library's mission and purpose and will be meaningful for both the supporting companies and the Library.
2. The Library's intangible intellectual assets, including its name and likeness, will be protected at all times. Corporate sponsors will not be permitted to use the Library's name for commercial purposes or in connection with the promotion of any product.
3. Official receipts for tax purposes will be issued in accordance with the Library's donations policy, as appropriate and according to CRA guidelines.

## **Section 3: Naming Rights**

1. From time to time the Library will offer the opportunity for significant philanthropic investment in the Library infrastructure to ensure the sustainability of excellent Library service in the community. The Library Board has the authority to recognize significant contributions by naming Library services or facilities in honour of its benefactors.
2. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.
3. The Library Board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

## **Related Documents:**

Otonabee – South Monaghan Public Library ***FN-01 Donations***