

POLICY:-	
Policy Title:	LIBRARY SPONSORSHIP POLICY
File Reference:	F10/618-09
Date Policy was adopted by Council initially:	24 October 2004
Resolution Number:	266/04
Other Review Dates:	15 October 2009, 19 July 2012, 15 October 2015, 15 August 2019
Resolution Number:	434/09, 235/12, 294/15, 208/19
Current Policy adopted by Council:	14 December 2023
Resolution Number:	247/23
Next Policy Review Date:	2026

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	Manager Library Services
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Manager Library Services
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVE

This policy is designed to facilitate the receipt of sponsorship by the Council library service.

Council welcomes sponsorship from local business, 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 to the library branches.

POLICY STATEMENT

The Upper Lachlan Shire Council libraries play an essential role in the quality of life of our community. Council supports, in principle, sponsorship by outside organisations or individuals provided that:-

1. The project, activity or collection to be sponsored fits within the Council's Code of Conduct, and other Council policies and practices;
2. The sponsorship is for a particular project, activity or collection which may otherwise be unsupported at the required level; i.e. not in Council's operational budget;
3. The sponsorship may be for a specified period and that the participants may withdraw from the program after giving due notice of the cessation of support;
4. The acknowledgement of sponsors is prominently featured unless the sponsor wishes otherwise.

GUIDING PRINCIPLES

The following principles will guide the library service in the solicitation and acceptance of sponsorship to enhance or develop library programs and services:-

- All sponsorships and/or support must further the library's mission, goals, objectives and priorities as detailed in Council's Integrated Planning and Reporting framework. They must not drive the library's agenda or priorities.
- All 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.
- All sponsorships must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All sponsorships 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 sponsorships must leave open the opportunity for other 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 Council Library Collection Development Policy.

RECOGNITION AND ACKNOWLEDGEMENT

The library service will ensure that each sponsor receives acknowledgement. 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.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over \$1,000, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter.

APPROVAL

Council reserves the right to make decisions regarding the acceptance, rejection, and/or implementation of library sponsorships. All sponsorships that have specific requirements and the solicitation of sponsorship by Library staff and/or Friends of the Library valued over \$1,000 must be approved by the Director of Finance and Administration.

LEGISLATIVE PROVISIONS

Reference should be made to the following legislation, guidelines and policy documents when reading this policy:-

- Local Government Act 1993;
- Library Act 1939;
- Library Regulation 2010;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Local Government (State) Award 2023;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Code of Conduct for Councillors, staff and delegates of Council;
- Council Collection Development Policy;

- Council Library Membership and Access Policy;
- Council Bribes, Gifts and Benefits Policy;
- Council Procurement Policy;
- Council Customer Service Charter; and
- Council Fraud and Corruption Prevention Policy.

VARIATION

Council reserves the right to vary or revoke this policy.