



## **PARTNERSHIP POLICY STATEMENT**

**Adopted June 2016**

Partnerships with private and public agencies should increase exposure in the community, achieve the mission and strategic goals of the Foundation, be of mutual benefit to both parties or enhance the Foundation's revenues. Only organizations deemed appropriate and compatible with the mission, goals, and policies of the Foundation will be considered for a potential partnership. Potential partnerships identified by Foundation Staff will be presented utilizing the organizational structure.

1. The Foundation executive director reviews and approves all partnership agreements.
2. Foundation partnerships include:
  - Cooperative/reciprocal agreements that are generally on-going and involve an exchange of services between the Foundation and corporations, governmental agencies or non-profit organizations.
  - Partnerships with corporate entities that involve the donating of services or concessions to the Foundation for a specific project.
  - Sponsorships in which a sponsor donates money and/or services for an activity and receives on-going recognition through public awareness for a specific period of time from the Foundation.
  - Contractual agreements for services to or from outside organizations to support the Foundation's mission, meet the needs of the community or enhance the Foundation's revenue.
3. The factors which must be considered are:
  - Will the long-term benefits outweigh the short or long-term costs?
  - Will the partnership support the Foundation's mission and goals?
  - Will the effort improve or impair Foundation service?
  - Will the Foundation be able to reach and serve substantially more people?
  - Will the cost of providing Foundation service decrease as a result of this partnership?
  - Will this partnership require space commitments, storage, or Foundation-donated resources such as printing, postage, graphics, or staff assistance?
  - Will the Foundation be able to handle its participation using existing staff resources?
  - Will the partnership activity impact Foundation revenue?
4. Any program undertaken by the Foundation and any of its partnership partners must respect the Foundation's commitment to intellectual freedom. Partners and/or sponsors cannot influence the selection of materials, programs, or services, nor require explicit endorsement of products and services. The Foundation ensures the confidentiality of user records by not selling or providing access to patron records to any partnership.
5. The Foundation will develop each partnership on an individual basis, and document the terms and conditions in a written agreement. No partnership shall exist without a written agreement and/or signed contract. In addition, the Foundation reserves the right to cancel an existing agreement with an organization that uses the Foundation's name without prior consent, or develops a public image inappropriate to the Foundation's service and/or objectives.
6. The executive director will be responsible for communicating the nature of the partnership to the Board of Directors.