



Anchorage Public Library Sponsorship Policy

Purpose

The Anchorage Public Library (APL) may participate in co-operative or joint programs with other agencies, organizations, institutions or individuals in support of its mission. Sponsorship is at the discretion of the Library Director or Designee and may include staff assistance, waiver of rental fees in whole or part, or loan of library materials. Library sponsored programs include but are not limited to speeches, community forums, discussion groups, demonstrations, displays and live or media presentations.

Policy

Sponsored events must have written approval (see *Sponsorship Agreement*) prior to being scheduled.

Sponsored events are scheduled on a staff/resource available basis, and unless written permission has been granted, may not utilize the wording "sponsored by Anchorage Public Library," "Z.J. Loussac Public Library," or other APL branch library name in any advertising.

Co-sponsors must pay security guard costs if event is held outside normal library operating hours.

Sponsored events must be open to the public, observe all facility use policies and the *Code of Conduct*.

APL may require a percentage of the gross sales from vendors who sell items at APL sponsored events.

Library sponsorship does not constitute an endorsement of the group, program or event, contents, or the views expressed by the participants.

Recommended for approval: Library Advisory Board
Approved by: Karen Keller, Library Director

Date: May 20, 2009
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Revision approved by Karen Keller, Library Director

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