

**ORANGE PUBLIC LIBRARY**  
**DONATIONS, GRANTS AND SPONSORSHIPS**

*Adopted by Orange Public Library Board of Trustees on August 19, 2013  
Revised and/or Adopted: 5/19/2014; 03/16/2015; 12/20/2017*

The Orange Public Library welcomes donations, grants and sponsorships from businesses, foundations, organizations, families and individuals. The aim of these donations is to obtain funding or in-kind support to provide materials, programs, services and equipment that may not otherwise be available.

**Guiding Principles**

The following principles will guide the Orange Public Library in the solicitation and acceptance of donations, grants and sponsorships to enhance or develop library programs and services:

- All donations, grants and sponsorships must further the library's mission, goals, objectives and priorities, and be accessible to all library patrons.
- Donors/sponsors may not direct the selection of collections or require endorsement of products or services.
- All donations, grants and sponsorships must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.
- All donations are evaluated per the Library's Collection Development Policy. It is the Library's intent that donations be used to help the Library in developing collections which serve the interests and needs of the community. The Library makes no guarantees on adding donations to the Library's collection, and some donations will be redirected to the Friends of the Orange Public Library. All donations are final and cannot be conditional. Once a material is donated to the Library it will not be returned.
- Donations of cash may be accepted directly by the library and will be used to purchase materials in keeping with the library's collection development plan, or to provide services in keeping with the library's mission. The purchase of specifically identified titles with such funds cannot be guaranteed, nor does the donor have the right of approval of title before purchase. However, donors may recommend subject areas.
- Some donations may be referred to the Orange Public Library Foundation (OPLF) or the Friends of the Orange Public Library (FOPL), depending on the wishes of the donor.

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**Recognition and Acknowledgement**

The library 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 donations 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, when/if applicable. Standards controlling the size format and location of such acknowledgment will be developed by the library to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the city and library's own logos or promotional material.
- Acknowledgement of sponsorship may also take the following forms at the library's discretion:
  - Launch of a special program or media campaign to announce the donation.
  - Sponsor's name on promotional materials.
  - Small standardized plaques may be placed on donated furniture or equipment.
  - Library bookplates.

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the library.

**Approval**

All donations, grants, sponsorships or in-kind support given with special requirements must be approved by the Library Director before they are accepted. The solicitation of donations, grants, sponsorships or in-kind support by library staff, Friends of the Orange Public Library or the Orange Public Library Foundation must receive prior approval of the Library Director. Grants will be evaluated on whether the grant fills a need or potential need, the staff commitment involved, the timeline and the resources available. The Library Director will present the grant to the City Manager for approval, and then to the Library Board of Trustees for final approval.

**Authority for Implementation**

The library reserves the right to make decisions regarding the implementation of each donation, grant, sponsorship or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a donation will

reside with library management. All details as to design of programs and allocation of resources will also reside with library management.