

Seminole Community Library at St. Petersburg College Program Co-Sponsorship Policy

A. PURPOSE

The Program Co-Sponsorship Policy defines the criteria and guidelines for co-sponsorship of programs and events by the Library with other groups and organizations.

B. TERMS

B.1. Consideration

In fulfillment of Goal #2 of the Library's Long Range Plan (i.e., "Connect with community organizations and institutions.") Seminole Community Library at SPC welcomes the opportunity to co-sponsor programs and events with other organizations.

Groups and organizations wishing to be considered as a program co-sponsor should contact the appropriate Library staff member (i.e., Youth Services Supervisor for youth programs; Adult and Information Services Supervisor for adult programs).

The Library uses the following criteria in considering co-sponsorship of a program or event:

1. Relevance of the program or event to the Library's mission, vision and [Long Range Plan](#)
2. Quality of the program or event (i.e., skill level of presenter, interest level in the topic, timeliness of material, appropriateness of subject, etc.)
3. Contribution to the variety and balance of Library programs and events
4. Potential for promotion of library materials and services
5. Competing demands for use of space and staff time
6. Likelihood of successful collaboration

B.2. Staff Support and Space

The Library can provide limited staff assistance, meeting room and display space, and marketing support for programs and events that meet the criteria for co-sponsorship, as agreed upon in advance with the co-sponsoring group or organization.

B.3. Fees

No room rental fees shall be assessed to a group or organization that has been approved as a Library co-sponsor.

B.4. Cost and Accessibility

All programs and events must be free of charge and open to the public. Co-sponsoring groups or organizations may not sell or market services or goods at the program or event, except with the pre-approval by the library director.

B.5. Liability

The Library is not responsible for loss, theft or damage to materials and equipment used in co-sponsored programs or events.

C. NOTICE

It is the responsibility of both parties to provide timely notice to each other in the event of any changes to the agreed-upon program, date, time, etc. Failure to do so by the co-sponsoring group or organization may result in cancellation of the program or event.

D. APPLICABILITY

This policy applies to all co-sponsored library programs and events.

E. AUTHORITY

The Library Director shall be responsible for the enforcement of this policy.

Approved by the Library Advisory Board on 22 January 2024.