

The District discourages reporting of allegations that are without merit or are based purely on conjecture.

ADOPTED: May 10, 2010

2.11 Record Retention Policy

The District adopted the *Condensed Special District Records Retention Schedule: Poudre River Public Library District Schedule* in June 2016. A copy of that schedule is included as an appendix to this policy summary.

2.12 Gift/Sponsorship/Partnership Policy

The Poudre River Public Library District welcomes sponsorship from local business, corporations, families and individuals to support the Library through the establishment of sponsorships that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance events, programs, activities and services to the community. The Board of Trustees of the Poudre River Public Library District believes that libraries play an essential role in the quality of life of our citizens and in this important function, the library is supported through public funding and is supplemented by sponsorships. Sponsorships must not undermine the integrity of the non-commercial public space that the Library provides.

Definitions

A. Partner: An institution, organization, business or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the Library and the partner and without the exchange of money.

B. Partnership: Institutions, organizations, businesses or individuals, working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.

C. Sponsor: An institution, organization, business or individual who financially contributes to the Library in support of a collection, service or program.

D. Sponsorship: A sponsorship is a mutually beneficial business exchange between the Library District and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific programs, event, service or activity being sponsored. Tax receipts