

**APPENDIX A
SAMPLE FORM FOR REPORTING SPONSORSHIPS**

POLICY 1008

Page 1 of 1

A designated library representative is responsible for documenting information about sponsorship agreements for statistical and reporting purposes. The type of information collected in the form below is confidential and used for library purposes only. It is not to be shared externally unless permission is granted by the sponsor.

Please fill in the following information:

1. Name of Organization: _____

2. Organization: _____
(private company, charity, government, etc.)

3. Funds/Goods/Services Provided:

4. Acknowledgment/Recognition the Sponsor Received:

5. Length of Sponsorship: _____

6. General Satisfaction with Sponsorship Relationship:
Fair Good Excellent

7. Comments:

Signature of Designated Library Representative

Date