

LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Library Internal Co-Sponsorship Policy	Page 1 of 2
Policy Number: 301-Cosponsorships	Supersedes: N/A
Effective Date: June 5, 2017	Previously Issued:

1. Statement of Policy

1.1. The William H. Hannon Library (“the library”) welcomes the opportunity to collaborate with other campus units in order to support the [mission of Loyola Marymount University](#). This policy is intended to establish parameters and expectations for units who wish to co-sponsor a program with the library.

1.2. This policy is intended to support the mission of the library. Specifically:

1.2.1 The Library bridges disciplines and departments to contribute to learning outcomes.

1.2.2 The Library also partners with other campus service providers to provide integrated academic support services for the University community. The Library fosters intellectual and cultural collaborations throughout LMU and the broader scholarly community, and among our library peers.

1.3. The Outreach Department is responsible for this policy.

2. Definitions

2.1. Co-Sponsorship: Any relationship between the library and a campus unit, staff member, or faculty member in which resources for specific, fixed-term events and programs are shared through terms agreed upon by both parties. This does not include student groups (see 2.2.1).

2.2. Partnership: Any relationship between the library and another entity. This relationship does not require the sharing of resources.

2.2.1. Internal Partnership: Any relationship with a campus unit, staff member, faculty member, student, or student organization.

2.2.2. External Partnership: Any relationship with a non-campus unit or individual.

2.3. This policy does not take the place of LMU Conference & Events Services’ (CES) “Event Sponsorship Policy.” Both internal and external partners are still covered by the CES policy.

3. Policies

3.1. Qualifications: Any LMU or LLS college, department, unit, staff member, or faculty member are eligible to co-sponsor an event or program with the library.

3.2. Expectations of Co-Sponsorship: The library and the co-sponsor should determine mutually agreed upon conditions regarding the needs of any co-sponsored event or program, including but not limited to: resources/costs, logistics, promotion, archiving, and assessment.

3.3. Cost Sharing: The library welcomes the opportunity to help reduce costs for all its partners, but should do so with respect to the library's other programming obligations. To that end:

3.3.1. Initial Meeting: A library representative is responsible for attending at least one planning meeting with the co-sponsor.

3.3.2. Record of Terms: The library representative is responsible for creating a record of any agreements or obligations they make on behalf of the library and sharing these terms with the Outreach Department and/or Library Administration.

3.3.3. Cost Approval: Any offers by the library to share costs with a co-sponsor should be first approved by Library Administration. The terms of the financial agreement should be communicated to the Library Events Manager.

3.3.4. Logistics Approval: Any offers by the library to assist in the logistics or promotion of a co-sponsored event or program should be first approved by the Outreach Department.

3.4. Von der Ahe Family Suite (VDA Suite)

3.4.1. Co-Sponsored Events: The library can (but is not required to) reserve the VDA Suite for any co-sponsored event or program. This should be done in coordination with the Library Events Manager.

3.4.2. Events Not Co-Sponsored by the Library: The library cannot reserve the VDA Suite for events that are not co-sponsored by the library. These events must adhere to LMU Conference & Events Services' policies in order to use the VDA Suite.