



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 3
Policy Number: 301-Cosponsorships	Supersedes: N/A
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## 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 an event 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 and Engagement Department is responsible for this policy.

## 2. Definitions

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

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

2.1.2. External Partnership: Any relationship with a non-campus unit or individual. This relationship is impacted by LMU Conference & Events Services’ policies.

2.2. Co-Sponsorship: Any partnership between the library and a campus unit, staff member, or faculty member in which resources for specific, fixed-term events are shared through terms agreed upon by both parties. Co-sponsorships typically involve the use of library resources (see 2.3) and are included in various end-of-year reports to the Provost, ACRL, etc.

2.3 Resources: Refers to both financial and human resources, including, but not limited to: catering, producing promotional materials, teaching, reviewing (e.g. applications), and other activities that require significant staff time.

2.4. This policy does not take the place of LMU Conference & Events Services' "Campus and Event Classification" policy. Both internal and external partners are still covered by the CES policy.

### 3. Policies

3.1. Qualifications for Co-Sponsorship: Any LMU or LLS college, department, unit, staff member, or faculty member are eligible to co-sponsor an event with the library. Examples of activities that *might* merit co-sponsorship include but are not limited to:

- Library is putting resources toward another unit's program
- Another unit is giving resources to the library for our program
- Library staff are working "on behalf of the library" for another unit's program (as opposed to donating time based on personal interests, such as service work or hobbies)
- Library is hosting a pop-up exhibition or book display to correspond with the program
- Library is creating a bibliography for the program

Whether or not a program is considered co-sponsored is determined by the Outreach and Engagement Department.

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, including but not limited to: resources/costs, logistics, promotion, archiving, and assessment. These conditions should be recorded in writing.

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 and commitments. To that end, the library and its co-sponsor should arrange for the following:

3.3.1. 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 Head of Outreach and Engagement.

3.3.2. Logistics Approval: Any offers by the library to assist in the logistics or promotion of a co-sponsored event should be first approved by the library's Head of Outreach and Engagement.

3.3.3. Initial Meeting: A library representative is responsible for scheduling at least one planning meeting with the co-sponsor in order to establish a record of terms (see 3.3.4).

3.3.4. 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 library's Outreach and Engagement Department and/or Library Administration.

### 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. 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.

#### **4. Related Policies**

4.1 Library Space Use and Reservation Policy

4.2 Social Media Policy