

**APPENDIX A
SAMPLE FORM FOR
REPORTING ADVERTISING AGREEMENTS**

POLICY 1007

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A designated library representative is responsible for documenting information about advertising 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 advertiser.

Please fill in the following information:

1. **Name of Organization:** _____

2. **Type of Organization:** _____

3. **General Description of Advertising Agreement:**

4. **Financial / In-kind value of Agreement:** _____

5. **Length of Advertising Agreement:** _____

6. **General Satisfaction with Relationship:**

Fair Good Excellent

7. **Comments:**

Signature of Designated Library Representative

Date