

# Allegan District Library Naming Policy

## Purpose

The Allegan District Library Board of Trustees considers the naming of facilities, rooms, areas, or other designated items or events in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow.

The Allegan District Library may seek to recognize persons who have supported the Library through substantial financial contributions by naming facilities, rooms, areas, or other designated items or events in their honor.

## General Definitions

The ADL Naming Policy includes internal features, which may be rooms, and outdoor areas, which may be gardens. Other items or events may be recommended for naming after consultation by the Library Director and Board of Trustees.

1. A room or area may include an enclosed room, designated areas such a reading area, or interior wall.
2. A designated plaque or nameplate may be placed in designated areas or on a piece of furniture.
3. Furnishings may include furniture or similar articles that are not a fixed part of the building and have a short life span.
4. Financial contributions or donations include outright gifts of money, securities, in kind donations and endowments. Please refer to the Allegan District Library Gifts and Donations Policy.
5. Donor includes the individual or entity that provides the financial contribution.

## Requests and Approvals

1. **Application:** Applications for naming opportunities of the rooms, areas, and furnishings should be submitted to the Library Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named room or area if applicable.
2. **Library Board Approval:** The Application will be forwarded to the Allegan District Library Board of Trustees' Planned Giving Committee for recommendation to the Board of Trustees.
3. **Exclusive Authority:** The Board of Trustees has the exclusive right to approve or deny any request for naming rights. The Board of Trustees shall be responsible for approving or denying rights pursuant to this policy.

## Guidelines and Regulations

1. **Library Mission:** All Naming Opportunities must be consistent with the Library's mission and goals.
2. **Donations:** In order for a donation to be eligible for Naming Opportunities, the Library Board will determine the level of donation that would qualify for a particular Naming Opportunity. A Donor may contribute multiple financial contributions that merit recognition.
3. **No Property Interest:** A Naming Opportunity is not intended to and does not create a property interest.
4. **Contract Required:** The Donor and the Library shall enter into a contract that establishes the naming rights, term, termination, and other issues that the Library determines are relevant to the Naming Opportunity. The contract documents must be finalized in consultation with the Board of Trustee and the Board of Trustee's attorney before the Library Board issues final approval for a Naming Opportunity.
5. **Name Selected:** The room or area may be named by the Donor, or it may retain or be given a functional title and the Donor will be recorded as its sponsor. The name of the area shall be agreed upon and included in the Contract.
6. **Duration:** Naming Opportunities will not extend beyond the normal life of the room, area, or furnishings so long as it aligns with the Library's missions and goals. The duration of any specific Naming Opportunity shall be set forth in the Contract and the term of the Contract shall govern.
7. **Community Service:** A proposal for naming a room or outdoor area in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history. The Library Board has exclusive authority to determine whether these naming rights are terminable.
8. **Deferred Gifts with Naming Rights:** The Library Board may determine whether naming rights are provided with deferred gifts, which are defined by the Allegan District Library Gifts and Donations Policy.
9. **Termination or Change of Naming Rights:** The Contract shall set forth the reasons for termination of any naming rights, including but not limited to non-payment of funds to the Library. The Library also reserves the right to terminate the Contract if the Library Board determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the Library.

Any request to rename, add, or remove a name from a Naming Room or Area within the Library should include any available documentation pertaining to the original approval and subsequent name change proposal.

**10. Change in Library Structure or Use:** If Names must be removed for new construction, or in the event the building is drastically altered through construction, the Library Board shall reserve the right to add/alter gift recognition, including the room's naming. The library will make every effort to rededicate any donor plaques displaced because of this in an alternative location in accordance with the timeframe developed for the original gift. When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. All efforts will be made to appropriately recognize earlier donors or honorees, in or adjacent to, new, renovated, or redeveloped facilities.

**11. Dedication Ceremony and Plaque:** A plaque or signage will be installed at or near the named Area. The Library Board reserves the right to choose the wording, size, location, and style of the plaque or signage. An appropriate dedication ceremony may be planned and conducted.

### **Review**

This policy will be reviewed by the Planned Giving Committee every four years.