



Policy 5.17 Naming and Recognition

Adopted by the Library Board of Trustees: 11/18/2021

The North Olympic Library System has a uniform process for naming library facilities and personal property, including allowing for recognition of exemplary service or generosity to the Library and its constituents.

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Policy [5.13 Gifts and Donations](#) specifies the type of donations the Library will accept and how the Library will handle these donations.

I. Naming in Recognition of Generosity to the Library

The Library may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the Library's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services to the residents of Clallam County. A significant financial contribution to the library shall be one that comprises a substantial portion of the Board of Trustees' approved overall cost of the project.

Library meeting rooms, reading areas, special use areas, gardens, walkways, and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

For single donations of over \$1000, the donor may request that a recognition plate be placed on a donor recognition display at the branch of their choosing.

2. Naming in Recognition of Service to the Library

The Library may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the Library or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the Library through outstanding achievements in learning, or demonstrated leadership of lasting value to the Library or the community at large.

3. Naming Library Facilities, Rooms, Areas and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Geographic Location” Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Function of Area.”

4. Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

5. Recognizing Art and Library Collection Material Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or other such suitable recognition in the materials purchased with donated funds, as determined by Library staff. Material selections will be made by Library staff in accordance with the Collection Management policy.

Acknowledgement letters are usually not provided for routine donations of used materials. At the request of the donor, the Library will supply a receipt form that may be used by the donor as an official record of the donation. Receipts for donated material only indicate what was donated, not an assessed value.

Gift plates to recognize the donor are not generally placed in or on used items donated and added to the Library collection. Donors requesting that a gift plate be placed in a used item should inquire in advance of making the donation.

Gifts may be accepted in honor or in memoriam of a person or event. Written acknowledgement of such a gift will be made to the donor and to up to three other persons or entities.

6. Naming and Recognition Committee and Process

The Board of Trustees shall form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Branch Manager from the facility where the naming proposal is being considered. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No one associated with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection, or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection, or other library asset pursuant to this policy.

7. Duration of Naming and Recognition Opportunities

Naming designations will persist for the duration specified in the signed written agreement between the Library and the entities for which the Library property has been named or their representatives. Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the Library.

The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first to the Executive Director and then to the Board of Trustees.

The Library will make a good faith effort to implement this policy in a fair and consistent manner and in accordance with [Policy 6.2 Ethics Policy](#) and [Policy HR 8.6 Professional Ethics](#).