

Jefferson County Public Library Naming Rights Policy

Policy Statement

As stated in Asset Protection Governance Policy 2.4, section 12, the Library Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities. Generally, facilities shall be named with a preference for geographic or functional designations. Exceptions may be considered when there is a strong community desire for a specific name for a facility or when the Library Board desires to honor an individual, foundation or corporation for outstanding contributions that are consistent with the nature and mission of the Library. The Executive Director shall be responsible for developing guidelines and administrative procedures to effectively consider such exceptions.

Naming opportunities within a facility may include such areas as meeting rooms, special use areas, collections and equipment. A naming opportunity can be offered to an individual, foundation or corporation in recognition of substantial funding for the library and its programs. Donors seeking such opportunities will have the choice of (a) honoring a leading community figure or local hero, or (b) requesting that either they or another individual or entity of their choice be recognized. When a gift or pledge is appropriately committed to the Jefferson County Library Foundation, the Foundation shall notify the Chair of the Library Board and the Executive Director of the terms of the commitment.

A naming opportunity can also be offered to an individual, foundation or corporation in recognition of outstanding contributions that are consistent with the nature and mission of the library. Any Trustee, staff member or citizen of Jefferson County may nominate a library supporter for special recognition. In such a case, the Library Board will evaluate the appropriateness of such a nomination and determine the proper recognition.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. A named area within a facility shall bear a commemorative plaque citing the significant role of the donor or library supporter. The library will provide plaques or other commemorative items.

The Library Board authorizes the Jefferson County Library Foundation to carry out such a program for recognition of major donors or library supporters, as approved by the Board, with the clear understanding that the standards and guidelines of the program will be administered unitarily and equally at all times. The Board shall have thirty (30) days to modify a commitment.