

RACINE PUBLIC LIBRARY

Policy on Naming of Library Buildings and Spaces

The naming of all new library buildings and of all existing library buildings is the responsibility of and considered at the discretion of the Library Board.

The Library Board shall be guided by the following criteria.

New library facilities or the renaming of existing library facilities:

- with a preference for geographic or functional designation, or
- when the board chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the library, the name should be generally recognized within the community and be able to stand the test of time and have been thoroughly researched by library staff; however, no library building shall be named in honor of any living persons, and no library building shall be named in honor of any deceased person until at least two (2) years after that person's death; or
- for new facilities only, when the board chooses to accept the gift of a donor(s) who requests naming rights and who contributes a minimum of 51% of the total project costs, including construction, equipment, furnishings, and collections for the building.

Naming of Interior Spaces

Other naming opportunities may be available within a new building or existing buildings. These opportunities should be identified by the Library Director, in consultation with the appropriate Library Board committee for that facility, and include such areas as meeting rooms, auditoriums, reading lounges, special use areas, collections, equipment, gardens or other interior and exterior spaces.

- Naming opportunities are available for individuals, families, foundations and corporations making a significant contribution to the interior space, as determined by the square footage costs of the specific area of interest, plus the cost of new equipment or collections for that area.
- Any list of the interior naming opportunities and costs for each facility under construction will be submitted to the Library Board for approval.

Right to Re-Name

- In the case of naming opportunities, the Library Board reserves the right to re-name its programs and facilities, in the event of unusual or compelling circumstances, including reconfiguration of space and change of location, at all times. The library in the sole and absolute discretion of its Board of Trustees, may exercise this option if a designated name, in its judgment, should bring discredit upon the library. In the event of such re-naming, the library shall have no financial responsibility, despite anything that may be stated or implied to the contrary.

The Library Director, in consultation with the Library Board, will be responsible for determining the manner in which the donor is recognized (e.g., signage).

Approved by the Library Board July 16, 2015; amended September 20, 2018