

## NAMING POLICY

### PURPOSE:

The Columbus Public Library Board, hereafter referred to as the “Library Board”, seeks to recognize persons who have supported the Columbus Public Library, hereafter referred to as the “Library” through a substantial financial gift by naming rooms, areas, or the building itself, in their honor.

### GENERAL DEFINITIONS:

Naming Opportunities Due to a Financial Donation (cash or deferred). A room, area or the building itself may be named after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor.

Proposals for naming should be submitted in writing to the Library Director and should contain specific information in support thereof. If endorsed by the Library Director, the proposal will be forwarded to the Library Board for approval. Any and all contractual documents pertaining to the gift must be finalized before the naming right is finalized by the Library Board.

### GUIDELINES FOR NAMING:

Naming rights will normally not extend beyond the normal life of the room, area, or the building. In the event the room, area, or building is significantly altered, the Library Board will have sole authority to determine whether or not the naming rights continue.

### GENERAL GUIDELINES:

Unless the Library Director determines otherwise, a person’s or corporation's name may be used in naming a Library room/area only once.

Negotiations for the naming rights of the building, a particular room, or an area may be initiated by the Library Director, the benefactor, or other interested parties.

In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Library Director may recommend to the Library Board that the use of the benefactor's name be discontinued. Any monies received will not be returned.

When a major building project is to be undertaken, a special naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the Library Director for recommendation to the Library Board.

### REQUEST PROCEDURE:

All requests for naming shall be submitted to the Library Director for approval by the Library Board. The Library Board will review each submitted naming nomination on its individual merits.

### GIFT RECOGNITION REPLACEMENT- SPECIAL CONSIDERATIONS:

A request to rename, add a second name or remove a name from a room shall conform to the following principles:

1. Any request to rename, add or remove a name within the Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

2. In the event a building, room, or area is drastically altered through construction, the Library Board shall reserve the right to add/alter gift recognition, including the room's naming.
3. When a named room/area 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.

#### **PUBLIC RECOGNITION:**

An appropriate dedication ceremony may be planned and conducted. The donor and their guests, City of Columbus officials, the Library Board, Library Foundation trustees, and the Friends of the Columbus Public Library Board members will be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques, signage or other markings must conform to the signage that has been selected for the area in size, design, location, materials and content.

Adopted by the Library Board on 11/12/2015, revised on 8/22/2016