

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	Naming and Recognition		
Approval Date	August 21, 2018	Revision Date	September 17, 2024
Related Policies	Collection Development Gifts		
Purpose	To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.		
Scope	Applies to all District employees.		

General Naming Policy

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.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the District'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 for the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the overall cost of the project, as approved by the Board of Trustees.

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.

Naming in Recognition of Service to the District

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

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.”

Recognizing Furniture and Equipment Donations

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

Recognizing Art and Library Materials 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 such other suitable recognition in the materials purchased with donated funds, as determined by District staff. Material selections will be made by District staff in accordance with the Collection Development policy.

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 Communication & Development Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No person associated personally or professionally 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.

Duration of Naming and Recognition Opportunities

Naming designations will persist for the duration specified in the signed written agreement between the District and the donor, or their representatives, for which the District property has been named.

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 District.

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 District will make a good faith effort to implement this policy in a fair and consistent manner.