

LD Fargo Public Library

Naming and Recognition Policy for Donors.

I) Purpose

- a. The L.D. Fargo Public Library considers and promotes commemorative philanthropic naming of specific areas, rooms, and items within the Library facility. The Library seeks to recognize persons who have supported the Library's mission through financial contributions or other supportive actions by naming areas in their honor. The Naming and Recognition Policy for Donors provides guidelines to recognize individuals, corporations, service and community groups, or foundations that strengthen strong relationships between the Library and its supporters.
- b. Please note that the following guidelines are suggestions. The Library Board of Trustees may entertain alternate proposals made by an applicant.

II) Guidelines for Naming

- a. The Library Board of Trustees must approve all recommended names.
- b. The library building will remain as the **L.D. Fargo Public Library**. The Library Board will determine naming rights opportunities for building additions, rooms, floors, etc. and the donation levels requested for naming rights.
- c. Gifts of money, real estate, and/or stock may be accepted if conditions attached to a gift is acceptable to the Library Board of Trustees.
- d. The individual, corporation, service or community group, or foundation being recognized must have been responsible for a major development in improving the quality of library service either through a financial contribution to the L.D. Fargo Public Library or through specific, identifiable actions in support of library service over a sustained period of years that merits recognition.
- e. The Library Board of Trustees retains the right to manage and control all named facilities.
- f. An individual, corporation, service or community group, or foundation may suggest names for at most three areas of the Library. However, unless the Library Board of Trustees determines otherwise, the individual, corporation, service group, or foundation's name may be used only once.
- g. Donors designated name choices are considered permanent. The designated name will not change except under extraordinary circumstances. Any proposed

name change must be formally submitted in writing to the Library Board and approved by the Library Board in consultation with the donor(s) or their designee(s).

- h. In the event of a substantial building renovation, remodeling, expansion, or redesign, the Library Board reserves the right to demolish, retrofit, add to, or maintain the named area(s) as the Board's property and programmatic needs evolve. However, the Library Director, on behalf of the Library Board of Trustees, shall contact the donor(s) or their designee(s) to determine if the donor(s)/designee(s) would allow the Library Board of Trustees to consider their naming rights to be used in a similar capacity within the Library.
- i. No permanent signage will be put into place until 100% of the funds are received by the Library and all pledges must be paid within five years from the initial pledge.
- j. The Trustees reserve the right to revoke named recognition whenever compelling reasons or circumstances justify such action.
- k. No conditions other than the naming rights described herein may be attached to any donation, except as specifically approved by the Library Board of Trustees.

III) Request Procedure

- a. All naming requests shall be submitted in writing to the Library Director.
- b. The Library Director will review and recommend naming opportunities to the Library Board.
- c. The Library Board will vote to approve or deny recommendations.
- d. No publicity shall be given to the recommendation for naming until it is approved by the Board.