

705: Naming and Recognition Policy

See also City Naming Policy (Resolution 11-70 adopted 3/1/11)

- 705.1 The purpose of the naming and recognition policy is to enable the Iowa City Public Library to encourage and recognize extraordinary generosity on the part of individuals, families, businesses, nonprofit organizations, and other donors as well as to acknowledge exceptional achievement in service to the Iowa City Public Library.
- 705.2 Other than as described here recognition provided to donors or others in support of the Library is the responsibility of the Library Director. This includes naming of specific programs and services; and collection items, equipment, or furnishings purchased with gift money.
- 705.3 This policy covers naming of physical spaces and items including, but not limited to: meeting rooms, reading areas, special use areas, walkways, equipment, furniture and art. It does not cover naming the building which is reserved for the Iowa City City Council.
- 705.4 An ad-hoc committee including the Board president, Vice-President, and Board representatives to the Iowa City Public Library Friends Foundation Board, the Library Director and the Library Development Director will make decisions regarding naming proposals. Naming proposals may be sent to the Committee by the Library Director, the Development Director, Library Board of Trustees member, or any Iowa City Public Library Friends Foundation board member. Proposals must include a naming opportunity agreement containing conditions, terms and payment schedule for the contribution. A donor's name may remain confidential during the review process. If approved by the Committee the Library Board will be informed of the donor's name, the amount of the gift, the area or item to be named, and the general category of the donor (individual, corporation, etc.).
- 705.5 The Library Director or any Library Board member may recommend naming an area for other than monetary contributions.
- 705.6 The manner of recognition will be determined by the Library Director or designee in cooperation with the Development Director.
- 705.7 Named spaces must include the function of the area, e.g., The "Children's Room," the "Meeting Room" in addition to the donor or honoree's name.
- 705.8 The naming of a physical space or item confers no property rights or interest upon the donor, individual or entity. Maintenance, restoration, repair and/or security of the named space or item will be assumed by the Library based on budget and priorities.
- 705.8 The Board of Trustees may, at any time, end the named recognition of a physical space or item. Recognition may end if an area is closed, redesigned or repurposed; or an item is replaced. The Board may terminate or alter a naming designation under unusual or extraordinary circumstances.

Adopted: 2/27/14

Reviewed: 1/26/17