

DURHAM COUNTY LIBRARY
Policies and Procedures
PUBLIC LIBRARY FACILITIES NAMING POLICY

Lead Department:	Effective Date:	Revision Date:	Number:
County Commissioners' Office	May 9, 2005		
Signature:			
Ellen W. Reckhow Title: Chairman of the Board			

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I. PURPOSE

This policy establishes the process to be followed in recommending names for spaces within and areas on the grounds of Durham County Library public facilities (collectively referred to as "Library Facilities" or "Library Facility") to the Board of County Commissioners for consideration. This Policy does not address naming entire Library buildings.

II. POLICY STATEMENT

The Board of County Commissioners will consider naming Library Facilities, upon the recommendation of, or in consultation with, the Library Board of Trustees pursuant to the criteria and procedures established by this Policy.

III. CRITERIA FOR CONSIDERATION

- A. The naming of Library Facilities should promote ready identification and/or geographic association to the public.
- B. The Library Facility to be named must not currently be named.
- C. Naming proposals will be considered in the following categories:
 - 1. To honor a person, living or deceased;
 - 2. To recognize a community service organization;
 - 3. To acknowledge a significant geographic location or historical event;
 - 4. To recognize an organization, which may include a business, that has made exceptional contributions to the Library or to Durham County in the form of financial support, service, volunteerism, or that represents enduring historical significance.

IV. PROCESS OF CONSIDERATION

A. Naming proposals shall originate in the following manner:

An individual or an organization may file an Application recommending the naming of a Library Facility. The format is shown in the Durham County Library Naming Application.

B. Making an Application:

1. All Applications must be submitted on the form entitled "Durham County Library Public Facility Naming Application," which may be obtained on the Library website (www.durhamcountylibrary.org) or in person at the Main Library located at 300 N. Roxboro St., Durham, NC, 27701.

2. The Application must be supported by official documentation including but not limited to:

i. Naming for an individual:

- a) Current resume, if living; source-identified, dated copy of obituary, if deceased (the resume may cover b-d below).
- b) List of volunteer/service activities, including dates of involvement and offices held.
- c) List of professional accomplishments.
- d) List of honors/awards, both volunteer and professional, including dates awarded.
- e) Narrative as to why the individual should be honored with the naming of a Library Facility.
- f) Information regarding any significant donations, gifts, financial support or contributions made by the individual to the Library.

ii. Naming for an organization:

- a) A copy of the Charter of the organization, including mission statement.
- b) A copy of the Minutes of the meeting or authentic copy of the proclamation made that substantiates the organization's desire to seek a Library facility naming opportunity.
- c) List of service to community, both volunteer and monetary, including dates of involvement and results.
- d) Authentic copies of recognitions awarded by national organization of which the local organization is an affiliate.
- e) List of other honors/awards earned by organization.
- f) Narrative as to why the organization should be honored with the naming of a Library Facility.
- g) Information regarding any significant donations, gifts, financial support or contributions made by the organization to the Library.

The burden of supporting the Application rests with the individual or group submitting the Application.

3. The Durham County Library Public Facility Naming Application shall be submitted with all required supporting documentation to the Development

Officer, Durham County Library, 300 N. Roxboro St., Durham, NC, 27701.

C. During the 15 business days following the filing of an Application, the Library Director will instruct staff to verify the documentation presented with the Application.

D. At the end of the verification period, the Director shall forward the Application, including any corrections/additions and comments, to the Chair of the Board of Trustees.

E. Applications will be reviewed by a committee made up of the Chair of the Board of Trustees, the President of the Durham Library Foundation (Foundation), the President of the Friends of the Durham Library, Inc. (Friends) and two representatives of each of their boards. This ad-hoc committee will review applications and make recommendations to the Board of Trustees in the following manner:

1. The Chair of the Board of Trustees will present the Application to the Board of Trustees at its next regularly scheduled meeting.

2. The Chair of the Board of Trustees will, after introducing the Application as new business, entertain a motion as to the viability of the Application. If the Application is not deemed viable, the Chair will provide a written response to the source of the Application. If the Application is deemed to be viable, the Board of Trustees will take nominations for those to serve on the ad hoc committee to consider Public Facilities Naming Opportunities. The Board of Trustees will discuss the nominations and elect two members to serve, in addition to the Chair of the Board of Trustees.

3. The Chair of the Board of Trustees shall contact the President of the Foundation and the President of the Friends and ask each to serve on the ad hoc committee, along with two other representatives of their boards.

4. The ad hoc committee to consider Public Facilities Naming Opportunities shall elect its own chair. The chair shall entertain a discussion regarding the Application and, at the end of the discussion, shall entertain a motion to accept/reject the Application.

5. Regardless of the outcome of the vote, the chair of the ad hoc committee shall present the committee's decision, a summary of the discussion and the complete Application, at the Board's next regularly scheduled meeting.

6. After hearing the presentation, the Board of Trustees shall discuss any points that need clarification with the chair of the ad hoc committee. Then, the Chair of the Board of Trustees shall entertain a motion to endorse the committee's decision.

7. The Board of Trustees shall immediately give written notification regarding its decision to the Applicant.

F. Presentation to Board of County Commissioners. Once the Board of Trustees has accepted a Durham County Library Public Facility Naming Application, the Chair of the Board of Trustees or his/her authorized designee will make a recommendation to the

Board of County Commissioners at a regularly scheduled meeting for its consideration. The written recommendation will contain a summary of the Application and of the discussion, and will be supported by the complete Application.

G. For Public Facility Naming Applications that are approved by the Board of County Commissioners, the Board of Trustees shall make the decision public through its minutes and news media, as appropriate.

V. APPLICABILITY

This policy governs only those Applications made to request Durham County Public Library Facilities naming opportunities.

VI. LIMITATIONS

A. Although the Board of County Commissioners should be sensitive to the need for continuity in designating Naming Opportunities and to the recognition given to generous donors throughout its history, it cannot guarantee the continued designation of a Naming Opportunity.

B. Designation of a Naming Opportunity will only apply to that particular Library Facility and the name cannot be transferred to another Library Facility without being proposed using the formal process outlined in this Policy.

C. The use and ownership of any Library Facility may change; consequently, the designation of a Naming Opportunity is not a guarantee that the use or ownership of the Library Facility will remain the same in perpetuity.

D. The naming of any Library Facility by the Board of County Commissioners shall not create a property interest in the Naming Opportunity.

VII. RESPONSIBILITY

The Library Director and the Development Officer are responsible for monitoring and ensuring regular review of this Policy.

This policy shall be effective on and after May 9, 2005.

This the ____ day of _____, 2005.

(SEAL)

Teste: A true copy.
Deputy Clerk to the Board