

Policy: Naming Policy**Approved: 8/16/2018****Amended:****Reviewed:**

The Bristol Public Library Board of Trustees and the Bristol Public Library Foundation have the right to name or rename facilities, portions of facilities, or collections to recognize a person with a significant service to the Library or to recognize the generosity of an individual or corporation, foundation, or other donor.

While the Board and the Foundation are grateful for and encourages donations from all individuals, businesses, and organizations, the Board and the Foundation have the right to decline any gift to the Library and/or to reject naming proposals. Additionally, the naming of a space or collection shall be revoked under the following circumstances:

- The space or collection is to be demolished or discontinued
- The space or collection changes function to the extent that the purpose for the naming or name recognition is no longer relevant
- If an individual or organization after whom a library asset is named comes into disrepute or conflict with the Library's mission, the Board and the Foundation reserve the right to recommend discontinuation of the naming rights previously bestowed.

All naming opportunities must be appropriate and consistent with the library's mission of Expanding Minds and Building Community.

The naming of any Library space or collection must follow the following guidelines:

Recognition for Philanthropic Contributions: The naming of a Library space or collection will require a monetary donation equaling at least 25% of the current assessed value of the space or a number agreed upon by both the Bristol Public Library Board of Trustees and the Bristol Public Library Foundation.

Honorific Naming: The naming of a Library space or collection may be afforded to individuals who have given extraordinary service to the Bristol Public Library and/or the Avoca Branch Library, the library profession, or to the Cities of Bristol, TN and/or Bristol, VA. The Board and the Foundation will only consider renaming of a space or collection after a period of two years from the date of the naming request.

All formal, written proposals for naming opportunities must be submitted to the Bristol Public Library Executive Director, who will then forward the requests to the Board of Trustees and the Bristol Public Library Foundation. The Board and the Foundation will

then evaluate the request and render a joint decision. The Board and the Foundation will evaluate each request on a case-by-case basis and determine whether or not to accept the request. The decision of the Bristol Public Library Board of Trustees and the Bristol Public Library Foundation is final.