

OAK CREEK PUBLIC LIBRARY

POLICY ON NAMING OF LIBRARY BUILDINGS AND SPACES

The naming of any portion of the library facilities is the responsibility and considered at the discretion of the Library Board.

The Library Board shall be guided by the following criteria.

New library facilities or the renaming of existing library facilities:

- With a preference for geographic or functional designation; or
- When the Board chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library, the name should be generally recognized within the community and be able to stand the test of time and have been thoroughly researched by library staff; or
- When the Board chooses to accept the gift of a donor (or donors) who requests naming rights and who contributes a significant portion of the total project costs, including construction, equipment, furnishings and collections for the building.

Naming opportunities within the library facility should be identified by the Library Director, in consultation with the Library Board of Trustees, the City of Oak Creek and the Oak Creek Public Library Foundation, for that facility, and include such areas as meeting rooms, auditoriums, reading lounges, special use areas, collections, equipment, gardens or other interior and exterior spaces.

Naming opportunities are available for individuals, families, foundations and corporations making a significant contribution to the interior space, as determined by the square footage costs of the specific area of interest, plus the cost of new equipment or collections for that area.

Any list of the interior naming opportunities and costs for each facility under construction will be submitted to the Library Board for approval.

In the case of naming opportunities, the Library Board reserves the right to re-name its programs and facilities, in the event of unusual or compelling circumstances, at all times. The Library, in the sole and absolute discretion of its Library Board, may exercise this option if a designated name, in its judgment, should bring discredit upon the Library. In

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the event of such re-naming, the Library shall have no financial responsibility, despite anything that may be stated or implied to the contrary.

The Library Director, in consultation with the Library Board of Trustees, the City of Oak Creek and the Oak Creek Library Foundation, will be responsible for determining the manner in which the donor is recognized (e.g., signage).

Adopted by the Library Board January 8, 2013