

Naming Rights Policy

The Galesburg Public Library Board of Trustees considers the naming of a room, or collection, outdoor area, etc. henceforth to be called facility in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow.

The Galesburg Public Library seeks to recognize persons who have supported the Library through distinguished effort or substantial financial endowment by naming facilities in their honor.

The Galesburg Public Library Board of Trustees shall have sole responsibility for naming or renaming library facilities.

General Definitions:

Naming opportunities for distinguished effort: A naming shall honor or memorialize an individual who has achieved exceptional distinction in service to Galesburg. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the nomination process.

Naming opportunities due to a financial donation or endowment: The facility may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor.

Guidelines for Naming:

Naming rights will remain in place for a period of at least 25 years and not extend beyond the normal life of the facility, whichever comes first. If, as a result of changed conditions in the future, the life of the facility does not reach 25 years, naming rights will be individually determined each time.

A proposal for naming a facility in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

General Guidelines:

To insure the appropriateness of the honor, the Galesburg Public Library will adhere to the following guidelines to make decisions on the merits of each opportunity with regard to naming interior spaces and collections:

When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy requires the endorsement of the Galesburg Public Library Board of Trustees.

If an individual or organization, after which a facility has been named, comes into disrepute at the Library or in the community at large, the Galesburg Public Library Board of Trustees may determine that the use of the name be discontinued.

Request Procedure

All requests for naming shall be submitted to the Galesburg Public Library Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The Galesburg Public Library Board of Trustees will review and consider each submitted naming nomination on its individual merits.

No publicity shall be given the recommendation for naming until it is approved by the Galesburg Public Library Board of Trustees.

Gift Recognition Replacement-Special Considerations

In the event a building is drastically altered by construction, the Galesburg Public Library Board of Trustees shall reserve the right to add or alter gift recognition, including the facility's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named facility has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included on a comprehensive donor recognition plaque.

Management of Gifts of Cash or Other Assets

Gifts of cash or other assets will be turned over to the Foundation of the Galesburg Public Library to manage and disburse according to the terms of the gift.

Dedication Ceremony and Plaque

Upon approval of the naming by the Galesburg Public Library Board of Trustees, an appropriate dedication ceremony may be planned and conducted. The donor, guests, and the Galesburg Public Library Board of Trustees will be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials and content.

Adopted 10/4/12
Galesburg Public Library Board of Trustees

**The Galesburg Public Library
Gift Agreement for Naming Rights**

In recognition of the efforts being made by the Galesburg Public Library Board of Trustees to obtain additional funds to develop and construct, and to support the future enhancements of the new library, the undersigned intends to establish by a gift of \$*[insert amount of gift commitment here]*, as a naming opportunity to be known as *[insert name here]*. It is the donor's wish that the *[insert facility]* located *[insert location description]* be named *[insert]* and marked with an appropriate plaque.

This naming right will remain in place for a period of at least 25 years. Naming rights will not extend beyond the normal life of the facility. If, as a result of changed conditions in the future, the life of the facility does not reach 25 years, naming rights will be individually determined each time.

The Galesburg Library Board of Trustees and donors named in this agreement acknowledge this gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Printed Name of Donor

Signature of Donor

Date

Acknowledged by Library Board President

Date

Adopted 10/4/12
Galesburg Public Library Board of Trustees