

Introduction and Purpose

The purpose of this policy is to establish the authority and process for naming and renaming interior/exterior spaces, programs, and recognizing donors in library spaces at Lorain Public Library System branches. Consistent with this policy, the specific recognition given to donors may include named spaces, furnishings or fixtures within the Library, placement on a donor wall, and other items that commemorate a gift.

The Lorain Public Library System Board of Trustees encourages and welcomes donations to support and enhance library services, programs and facilities. It is the intent of the Board to acknowledge and recognize persons and organizations who make contributions. In recognizing donors, the Library Board desires to be consistent and uniform throughout its service district. The Library must secure consent of donors for any public recognition.

The Lorain Public Library System Board of Trustees considers the following naming opportunities and donor recognition, as stated in this policy, in honor or in memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow.

Library Spaces

Negotiations for the naming rights or re-naming Library rooms and areas within branches, equipment and furnishings shall be negotiated by the Chief Executive Officer or his/her designee, subject to approval by the Board. Naming rights will only be granted for monetary gifts in the amount agreed upon and must be provided in a single, lump sum payment prior to recognition. The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances. If a named space is relocated, substantially remodeled, or converted to use other than its original use, upgraded or modified, destroyed or severely damaged, the named location may be renamed to reflect new associations or community interests related to the changing space.

Commemorative Equipment or Furnishing

Commemorative options for the purchase of equipment, shelving, furniture, fixtures, etc., are available to donors for 100% of the actual cost. In the event that such items have already been purchased out of library funds, a contribution of an equivalent amount to the Library will earn the donor the desired commemorative opportunity. The donor name will appear in a mutually agreed upon location. Naming rights will normally not extend beyond the lifetime of the equipment or as agreed upon. Library furniture, fixtures, or items with specialized uses for the Library that were donated or purchased through donated funds will only remain in the Library for the item's normal lifespan or for as long as the item remains appropriate to the mission of the Library.

Donor Tree Donations

The following guidelines and donation amounts are established for donation trees at branch libraries.

Bronze Leaf: \$50-\$249

Silver Leaf: \$250-\$499

Copper Leaf: \$500-\$999

Acorn: \$1000-\$2,499

Cloud w/ Bird: \$2,500-\$4,999
Book \$5000-\$9,999
Book with quotation: \$10,000+