

## **APPENDIX: N      Naming Rights Policy**

### **Policy Statement**

The Lester Public Library of Rome Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities. Naming opportunities may be considered when there is a strong community desire for a specific name for a facility or when the Library Board desires to honor an individual, foundation or corporation for outstanding contributions that are consistent with the nature and mission of the Library.

Naming opportunities within a facility may include such areas as meeting rooms, special use areas, collections and equipment. A naming opportunity can be offered to an individual, foundation or corporation in recognition of substantial funding for the library and its programs. Donors seeking such opportunities will have the choice of (a) honoring a leading community figure or local hero, or (b) requesting that either they or another individual or entity of their choice be recognized. When a substantial gift or pledge is committed to the Lester Public Library of Rome Foundation or the Incourage Community Foundation, the Foundations shall notify the Library Board of Trustees and the Library Director of the terms of the commitment. The Board of Trustees will have thirty (30) days to modify a commitment.

A naming opportunity can also be offered to an individual, foundation or corporation in recognition of outstanding contributions that are consistent with the nature and mission of the library. Any Trustee, staff member or citizen of the Town of Rome may nominate a library supporter for special recognition. In such a case, the Library Board of Trustees will evaluate the appropriateness of such a nomination and determine the proper recognition.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. A named area within a facility shall bear a commemorative plaque citing the significant role of the donor or library supporter. The Library Board of Trustees will provide plaques or other commemorative items.

Library Board of Trustees  
Approved on December 14, 2011  
Revised May 24, 2016