

Hamburg Public Library

Naming Policy

Purpose

- I. The purpose of this Naming Policy is to establish guidelines for the naming of facilities, spaces, programs, and assets within the Hamburg Public Library. The policy aims to ensure consistency, transparency, and respect for the values and mission of the Library.
- II. Hamburg Public Library Board of Trustees considers naming opportunities in honor or in memory of a living or deceased individual, corporation, foundation, or organization one of the highest distinctions it can bestow.

Guidelines

- I. The Board of Trustees in collaboration with the Library Director will be responsible for maintaining an approved list of commemorative gift opportunities and their costs. These naming opportunities are available for individuals, families, foundations, corporations and other organizations. Donors who wish to name approved areas, collections, or existing programs or services from this list must meet the specified funding level if they wish to have their name exclusively associated with same. The list shall not be exclusive and the Trustees may consider naming opportunities not included on the list.
- II. The Library Board has the sole right to name or rename collections or facilities. The Library Board will review, consider and approve or decline all such proposals. The Library Board may refuse any financial or in-kind donation if it is deemed not to be in the best interests of the Library.
- III. All documents must be finalized before the Library issues final approval for a naming opportunity. No publicity shall be initiated until a contract is in place.
- IV. In extraordinary circumstances, the Board of Library Trustees may consider a naming opportunity solely for honorific purposes.

Restriction

- I. Naming rights do not grant any power of direction to the Library regarding personnel appointments, policies, or other library processes.
- II. Each naming proposal undergoes due diligence to assess its overall benefit to the Library, including the potential impact on future giving, conflicts of interest, and other factors reflecting on the Library.
- III. Naming opportunities involving commercial enterprises require additional due diligence to ensure appropriateness and consistency with the Library's public reputation.

Removal or Change of Name

- I. Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Trustees can only be revoked by a vote of that body.

