

# Randall Library Donor Naming Recognition Policy

The naming or name recognition of library spaces and rooms are set forth in this policy. The Board of Trustees shall evaluate each proposal of name recognition for financial contributions or exceptional achievement in service.

## Definitions

*Naming*: refers to titling a specifically identified area or space in the Randall Library. Naming could be considered either for financial contribution or meritorious service.

*Name Recognition*: acknowledgement of a financial contribution or meritorious service for a specific area or space of the Randall Library identified with a conspicuously placed placard.

## Prior Named Spaces

Names of interior/exterior spaces in existence at the time of the adoption of this policy will be honored, although reimagined, subject to the current renovation. These spaces are expected to last the useful life of the interior/exterior space. This refers to the

- Hale Reference Room
- Mary Warren Children's Room
- Whitney Room
- Head Memorial Garden

No future naming opportunities will be considered by the Board of Trustees. However, name recognition will be considered.

Various spaces within the Library may be recognized for individuals who have contributed for a specific space. Possible listing of name recognition may include, but is not limited to:

- Children's Room
- Teen Room
- Community Room
- Outside courtyard

## Duration of Names and Name Changes

At the discretion of the Trustees, the naming or name recognition of a library room may end under the following circumstances:

- The named area is destroyed or removed
- The named area is no longer relevant
- The named donor changes its name and/or focus in conflict with the Library's mission or operations or ceased operations during the duration of the naming agreement

Adopted on May 2, 2023