

## **BP 5311 - Donor Naming Opportunities**

### **Purpose**

The purpose of the administrative *Board* policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the Hammond Public Library is responsible for developing consistent guidelines that address partnership and collaborative initiatives that involve individuals and affiliated 501(c)(3) organizations.

### **Guidelines that Involve Donor Naming Opportunities**

In collaboration with the American Library Association (ALA), the *Library* advocates and endorses ALA's Library Bill of Rights and its subsequent revisions and interpretations. The *Library* encourages research and study by maintaining a public service environment that is conducive to lifelong learning, reading and literature. The *Library* also maintains the authority to establish procedural guidelines that specifically involve opportunities that regard its physical building structures, facilities including other subsequent departments or meeting rooms.

The Board of Trustees shall reserve the right to refuse requests that do not contain the aforementioned guidelines. The Board also reserves the right to refuse requests that involves conduct on behalf of the individual named, is deemed questionable or suspect. Furthermore, the Board may decline donor naming opportunities to any political and religious organization. The Board shall decline any other naming proposal upon discretion. The Board establishes donor assessments based upon the locality and size of its facilities. Upon the discretion of the Board, these recommendations shall change.

The outlined assessments shall accompany administrative regulations. The following guidelines have been established to confirm that the *Library* shall partner and collaborate with organizations:

- Individuals and entities that wish to participate in *naming opportunities* shall be required to submit a formal written request that indicates the following information: individual name of candidate, or name of entity; address and telephone number including the prospective building, department or room;
- A brief biography of the prospective candidate including the purpose for the *naming opportunities* that also details the contribution to the *Library* and / or the Hammond community;
- Upon Board approval, the Executive Director or its designated appointee shall formally contact the individual or entity **prior** to the establishment of any such agreement that involves finance or locality;
- Formal requests received on behalf of an individual / entity interested in the *naming opportunities* shall be placed on the agenda for the next scheduled Board Meeting.