



## **SECTION 1: PURPOSE, ORGANIZATION AND GOVERNANCE**

### **POLICY 1.13: NAMING POLICY**

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**Passed:** 1.13 – February 23, 2005

**Amended:**

The Prince George Public Library Naming Policy is intended to recognize the efforts and contributions of corporate entities and individuals, while protecting the integrity and good name of the City and community. All naming will be in consultation with the City of Prince George when required.

- 1.13.1 The Prince George Public Library Board of Trustees shall have the sole authority for naming Library facilities in an appropriate manner.
- 1.13.2 The guiding principle of the naming policy is: to recognize extraordinary contribution by an individual or a corporation while representing the Board's intentions.
- 1.13.3 Pivotal contribution is generally defined as 50% of the private sector fundraising goal.
- 1.13.4 The Board will consider honorary or any other names as a means of acknowledging extraordinary gifts.
- 1.13.5 Where proposed names represent a gift of at least \$10,000 to the Library, the Chief Librarian or Board Member shall bring this to the full Board's attention for consideration.
- 1.13.6 Naming may involve the naming of buildings, portions of buildings, rooms, fixed furniture or equipment, trees, open spaces, plazas, parking areas, designated Library use areas, or any property under the direct control of the Library.
- 1.13.7 All naming will be subject to review by the Library Board of Trustees who may strike a committee to invoke the Naming Policy in specific instances that demand a considered opinion.
- 1.13.8 The Naming Policy is intended to cover only naming opportunities that are intended to be permanent or substantively recognizable as permanent.
- 1.13.9 Naming does not include impermanent or transitory Library activities or programs such as the website, date due slips, donor walls, book acknowledgements/plates, children/adult programs, seasonal activities such as the summer reading program, or regular Library duties or actions.
- 1.13.10 Library staff will continue to have complete discretion in the naming of programs or activities.
- 1.13.11 When name recognition has been extended for a specific gift received, an agreement shall be drawn up, establishing the parameters of the gift and its recognition.
- 1.13.12 A minimum \$1 million contribution is required to name a building.



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- 1.13.13 A decision to construct or renovate a building must represent a pivotal contribution to construction without which the project would not exist. Should a permanent name or its structure be destroyed by an Act Of God, all liability is dissolved in perpetuity.