



POLICY

TITLE: Naming Policy

POLICY NUMBER: 045

EFFECTIVE DATE: 6/24/2015

REVIEW DATE: 6/1/2020

SUPERSEDES POLICY NUMBER(S): #01-08

AUTHORIZED BY: Board of Trustees

1. Purpose: To provide guidelines for the TRL Board of Trustees for consistent naming of libraries, including the library building and areas within or surrounding the library building, and for recognizing donors.
2. Scope: This policy applies to Timberland Regional Library (TRL).
3. Background: Historically names of TRL Libraries include a geographic or city designation, followed by Timberland Library, as in Olympia Timberland Library or North Mason Timberland Library. There are also several Library Buildings that have been named in honor of community residents who have made a significant contribution, as in the William G. Reed Public Library (Shelton Timberland Library) and the W.H. Abel Memorial Library (Montesano Timberland Library). One Library has been named to honor a significant donor's wish, i.e, the Vernetta Smith Chehalis Timberland Library.
4. Definitions:
 - a. Library: A TRL Library is a primary service outlet where TRL offers library services, including library materials, employees and technology. A TRL Library may be housed in a TRL-owned or leased Library Facility in the unincorporated areas of the TRL Service Area or in city-owned Library Facilities in annexed and contracted cities.
 - b. Library Facility: A Library Facility includes the Library Building where TRL provides library services and the areas surrounding the Library Building, such as parking lot and

landscape. In annexed and contracted cities, a Library Facility is owned or leased by the City. In unincorporated areas, a Library Facility is owned or leased by TRL.

- c. **Library Building:** A Library Building is the building in which TRL provides library services. In annexed and contracted cities, a Library Building is owned or leased by the City. In unincorporated areas, a Library Building is owned or leased by TRL.
Collections: TRL collects materials in all formats, including, but not limited to books, periodicals, downloadable videos, DVDs, compact discs, electronic databases, eBooks, eAudio, and other forms of content.

5. Policy:

a. Authority to Name Libraries and Library Facilities

- i. The TRL Board of Trustees has the sole authority for naming TRL Libraries.
- ii. For city-owned Library Facilities, the TRL Board will work with the city to name the Library, Library Building or areas within or surrounding the Library Building, in accordance with this policy.

b. Naming Policy

- i. Generally, the name of a Library will be the city or geographic designation followed by “Timberland Library.” Exceptions may be made to acknowledge a significant donation, including a tribute or memorial contribution.
- ii. Library naming and renaming opportunities will be considered by the Board when one or more of the following is present:
 - There is a strong community desire for a specific name.
 - There is a desire to honor an individual for outstanding contributions in keeping with the nature and mission of the library.
 - A donor desires a specific designation and contributes significantly to the cost of the library facility’s construction, renovation, landscaping, furnishing or equipment. Generally, for a donor to receive a naming opportunity for a Library, the donor will have contributed an amount equal to or greater than 50% of the total cost of the construction of or significant renovations to a Library Facility. It is preferred to name the Library Building in honor of the donor and to retain the standard “Timberland Library” naming convention for the name of the Library.

c. Recognition of Library Donors

- i. Significant donations may be recognized by commemorative markers if donors desire such recognition. With a city-owned Library Facility, TRL will work with the city to honor donors.

d. Condition of Gift Acceptance

- i. All donor designations are subject to the approval of the TRL Board of Trustees. With a city-owned Library Facility, TRL will make a recommendation to the city. If a specific donor designation is found unacceptable, the funds will be declined or some other understanding from the donor will be secured.

6. References: None.

7. Citations: None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, June 24, 2015