

**Lucy Robbins Welles Library
Legacy Society
Donor Naming Recognition Policy**

Donor recognition, Naming and Name Recognition Policy

- The naming or name recognition of library facilities, rooms, special use areas, and specialized collections are set forth in this policy. The Board of Trustees shall evaluate each proposal for naming and name recognition for philanthropic contributions or exceptional achievement in service.

Donor Recognition

- Donors to the Lucy Robbins Welles Library may be recognized for their financial contributions or service to the Library.

Definitions

- **Financial contributions:** Includes all cash contributions or securities (which shall be liquidated upon receipt).
- **Name recognition:** Acknowledges a substantial philanthropic contribution for a building or facility, room, special use area or special collection with a conspicuously placed placard.
- **Naming:** Refers to titling a building, facility, room, special use area or specialized collection. Naming could be considered either by financial contribution or meritorious service.
- **Philanthropic Gift:** A monetary gift.
- **Room:** A defined area of the library such as a meeting room, office or any room that is partitioned from other sections of the library.
- **Special Use area:** Any area with the library that has a distinct and identifiable purpose, such as Teen or Children areas.
- **Naming Rights** –(titling) Acknowledges a substantial contribution – minimum \$250,000.
 - Rooms/Wings, etc.
 - During the construction phase and when we are actively soliciting donations, the donation should represent a percentage of the cost of the area in proportion to the cost of the entire facility (or a figure to be determined by Board of Trustees).
- **Name Recognition** (acknowledged with a conspicuously placed placard)
 - Special Use Areas (e.g. Teen area, reading nook(s), study areas
 - Programs/Scholarships
 - Children’s area(s)
 - Specialized collection
- **Outside areas** (gardens, walkways, benches, sculptures, etc.)
 - Provide for upkeep of outside installations (e.g. future cleaning/maintenance)
- **Meritorious Service**
 - For individuals who have provided significant service to the Library (non-monetary)
 - Determined by Board of Trustees

All agreements for naming through philanthropic gifts shall be documented in a Memorandum of Agreement between the donor and the trustees. This Memorandum shall detail the terms of the

agreement in accordance with the terms of the naming policy and other mutually agreed upon conditions, i.e., designated, restricted gifts as opposed to non-restricted gifts.

Duration of Removal of Naming or Name Recognition

At the discretion of the Board of Trustees, the naming or name recognition of a library facility, room, special; use area or specialized collection may end under the following circumstances:

- The building, room, special use area or collection is to be demolished.
- The building, room, special use area or collection is no longer relevant.
- If the (named) individual is engaged in activities that conflict with the Library's mission or values or is involved in disreputable or criminal activities that would dishonor or embarrass the Lucy Robbins Welles Library.

All financial contributions shall be acknowledged by letter or note card as soon as possible upon receipt of the contribution. Proper tax information should be included. If applicable, an acknowledgement shall be sent to the honoree or family.

Adopted 05/14/2018
Lucy Robbins Welles Library Board of Trustees