



Naming Public Library Facilities

Policy Number: LS 2005

Effective: October 2018

Purpose

This policy sets forth guidelines for the naming of library facilities in order to assist the Library Board in carrying out its duties to review and recommend a name, to enable the BOCC to refer all such requests to the Library Board; to inform potential donors of their commemorative options; and to inform the public about the naming process.

Policy

The final authority to name County-owned public library facilities within Hillsborough County (the Library Facilities) rests with the Hillsborough County Board of County Commissioners (the BOCC).

Pursuant to Section 5 of [Chapter 84-443](#), laws of Florida, the Tampa-Hillsborough County Public Library Board (the Library Board) has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Libraries and the County Administrator in respect to all matters pertaining to Hillsborough County public libraries (the Library) and its services. The BOCC has delegated to the Library Board certain duties and responsibilities in connection with the naming of Library Facilities, or portions thereof, programs and other commemorative matters.

The review, recommendation, and decision process undertaken by the Library Board Policies and Bylaws Committee and its Policies & Bylaws Committee shall, in all respects, conform to the requirements of BOCC Policy—Section Number 01.12.00.00, *Naming of County-owned Buildings, Parks, and Property* (the BOCC Naming Policy). A requested name that is in conflict with the BOCC Naming Policy will not be considered.

The specific criteria to be considered by the Library Board in its review and recommendation process are as follows:

- Geographic location - the recommended name or name change represents the geographic area it serves (e.g., 78th Street Community Library).

- Library supporter—the recommended name is that of an individual, living or deceased, who has added significantly to library service in Hillsborough County (e.g., Jan K. Platt Library).
- Special benefactor—the recommended name is that of a person, family organization, or corporation that has given a significant donation to the Library system (e.g., Austin Davis Public Library). Significant donations may be monetary or in kind.
- Prominent Literary Figure—the recommended name is that of a literary figure who has achieved worldwide, national or local renown as a writer or publisher (e.g., Marjorie Kinnan Rawlings).

Procedure

Requests for naming Library Facilities (the Request) may be submitted in writing to the Library Board by any individual, entity or association, including members of the BOCC, the Library Board, and the Friends of the Library.

Upon receipt of a Request, the Library Board refers it to their Policies and Bylaws Committee for review and recommendation. Community input is gathered through various methods including but not limited to public meetings, surveys, or social media.

The Library Board considers the recommendation of the Policies and Bylaws Committee in making its decision, but is not bound thereby. A vote is taken during a regular meeting at which a quorum is present, or at a special meeting of the Library Board convened for that purpose at which a quorum is present. If the Library Board votes in support of the request, it will submit the recommended name in writing for BOCC consideration. If the Library Board does not support the request, then their decision is communicated in writing to the individual, entity or association initiating the Request.

Names recommended by the Library Board will be in keeping with the mission and the profile of the Library System and should include the phrase Public Library.

An existing Library Facility located in a building owned by the City of Tampa may be renamed, but the recommended name change must be presented to, and approved by, the Tampa City Council.

A Library Facility located in a building owned by a partner organization (e.g., Egypt Lake Elementary School) may be named or renamed, but the recommended name change

must be presented to and approved by the governing body of the partner organization (e.g., the Hillsborough County School Board).

If a previously named Library Facility is significantly renovated through the efforts of a second benefactor, the new or renovated portion of the Library Facility may be named after the new benefactor. The Library Facility, however, will retain the name of the original benefactor.

An existing Library Facility not named for a benefactor or supporter may be rededicated and given the name of a benefactor or supporter.

The Library Board may also recognize significant contributions to the Library system by naming portions of Library Facilities, programs and other commemorative options in accordance with guidelines set forth in policy LS 2007, Naming Public Library Spaces.