



Naming Public Library Spaces

Policy Number: LS 2007

Effective: October 2018

Purpose

This policy provides guidelines for naming Library meeting rooms, reading rooms, community rooms, study rooms, conference Rooms, special collections or other designated areas within a Library (the Library Spaces) and for implementing commemorative options honoring individuals, entities, or associations.

Policy

All Library Space naming requests are reviewed by the Tampa-Hillsborough Public Library Board (the Library Board) for its recommendation pursuant to Section 5 of [Chapter 84-443](#), Laws of Florida, which outlines the Library Board's duty and responsibility to serve in a recommending capacity to the Director of Library Services (the Director) and the County Administrator in respect to all matters pertaining to the Tampa-Hillsborough County Public Library (the Library).

The review and recommendation process undertaken by the Library Board with respect to naming Library Space(s), renaming Meeting Rooms, or naming new or renovated portions of previously named Library Meeting Rooms, shall, in all respects, conform to the requirements of this policy. Any name recommended and selected pursuant to this Policy must conform to the requirements of BOCC Policy Section Number 01.12.00.00.

The following specific criteria are considered when reviewing Space Naming Requests:

- Geographic location—the requested name represents the geographic area the Library facility serves.
- Library supporter—the requested name is that of an individual, living or deceased, who has added significantly to library service in Hillsborough County.
- Special benefactor—the requested name is that of a person who, or family organization or corporation which, has given to the Library a significant donation (whether monetary or in kind).

- Prominent Literary Figure—the requested name is that of a literary figure who has achieved worldwide, national, or local renown as a writer or publisher.
- Memorials for significant, long-term service to the Library System,
- Significant contributions, both financial and in-kind support to the Library.
- Historic or cultural significance, and/or noteworthy public figure or official.

Any name recommended by the Library Board will be in keeping with the mission and the profile of the Library System.

Library Spaces located in a building owned by a partner organization (e.g., Egypt Lake Elementary School) may be renamed, but the recommended name change must be presented to and approved by the governing body of the partner organization (i.e., Hillsborough County School Board) prior to initial submission to the Library Board.

Procedure

Requests for naming a Library Space may be made in writing and submitted to the Library Board by any individual, entity or association, including but not limited to members of the Board of County Commissioners, the Library Board, or a Friends of the Library group. These requests must include documentation to support selection of the name according to the established criteria above.

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 any regular or special meeting of the Library Board at which a quorum is present. The decision of the Library Board will be submitted as a recommendation to the Library Director who will consider the Library Board's recommendation but is not bound thereby. The Library Director will communicate a final decision in writing to the individual, entity, or association initiating the Request.

The following are approved commemorative options for honoring the individuals for whom a Library Space is named:

The Library System will purchase standardized signage and/or lettering to be displayed outside or inside the named Library Space. A similar style of signage and/or lettering will be used to identify each named Library Space, but also will be designed to reflect the décor of the individual Library.

The Library System will purchase a standardized plaque approximately no smaller than 8" x 10" and no larger than 11" x 17" to honor the individual, entity or association for which a Library Space is named. The size of the Library Space, available wall space and use of the space shall be taken into consideration when determining the size of the plaque. A similar style of plaque will be used for all named Library Space(s). Cost for the plaque shall not exceed \$250.

Library System Staff will work with the individual, entity, or association being honored, or their representative, on the wording of the plaque. Final wording of the plaque will be approved by the Library Director.

The Library System may also allocate space on an interior wall of the named Library Space, for a display relating to the individual, entity, or association for whom/which a Library Space(s), is named. There will be space limitations for these displays based on the size of the named Library Space(s), available wall space and use of the named Library Space(s). The displays may include photographs and other memorabilia relating to the individual, entity, or association being honored. All items must be professionally framed and/or encased. Library Staff will work with the individual, entity, or association being honored, or their representative, on the components, framing, and arrangement of such a display. The Library will not be responsible for any of the costs associated with the design, construction, and installation of a display. The final components, arrangements, and design of the display must be reviewed and approved by the Library Director prior to installation. The Library Director may require that the display be modified at his or her sole discretion. The Library will adhere to *BOCC Policy Section Number 01.13.00.00* relating to displays. The display and all material donated by any individual, association, or entity for use in the display shall be the property the Library, which shall have the right to modify, move, or remove the display or any portion thereof at any time at its sole discretion.

The Library System will not be responsible for initiating or organizing naming ceremonies. Library Space naming ceremonies may only be held with the prior consent of the Director. Library Staff will provide support for Friends of the Library groups, community entities, or associations who desire to hold such an event.