

Policy Title	Naming and Recognition		
Approval Date	April 21, 2026	Revision Date	
Related Policies	Collection Development Physical Asset Donation		
Statutory Reference			
Purpose	To define the conditions of and process for naming and recognition in the Lopez Island Library District (“LILD” or “Library”).		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District (“LILD” “Library”) policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

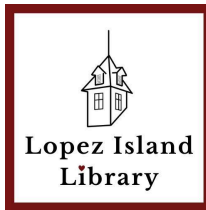
Policy:

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District– The Library may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the Library's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

Library meeting rooms, reading areas, special use areas, gardens, walkways, and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.



Collections, equipment, furnishings, and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the BoT that the donor's contribution be recognized by naming the library's interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

Naming in Recognition of Service to the District– The Library may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the Library or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the District through outstanding achievements in learning or demonstrating leadership of lasting value to the Library or the community at large.

Naming Library Facilities, Rooms, Areas, and Spaces– If a library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Geographic Location" Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Function of Area."

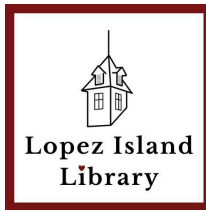
Recognizing Furniture and Equipment Donations– Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

Recognizing Art and Library Materials Donations– Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Naming and Recognition Committee and approved by the BoT.

Monetary donations for library materials will generally be recognized with appropriate bookplates or such other suitable recognition in the materials purchased with donated funds, as determined by Library staff. Material selections will be made by LILD staff in accordance with the Collection Development policy.

Naming and Recognition Committee and Process– The Board of Trustees shall form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the BoT regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of



Trustees and the Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals. No person associated personally or professionally with the donor may serve on the Naming and Recognition Committee.

The Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the BoT for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to the library's interior or exterior space, collection, or other library asset pursuant to this policy.

The BoT shall have sole discretion to name any interior or exterior space, collection, or other library asset pursuant to this policy.

Duration of Naming and Recognition Opportunities— Naming designations will persist for the duration specified in the signed written agreement between the Library and the donor, or their representatives, for which the Library property has been named.

Naming designations may be removed or altered where, in the judgment of the BoT, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the Library.

LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.