

**SUBJECT: NAMING PUBLIC LIBRARY FACILITIES**

**EFFECTIVE: AUGUST 22, 2013**

**SUPERSEDES: 12/2002**

**1. PURPOSE:**

- A. The purpose of this Library Board Policy is to establish and set forth guidelines for the naming of library facilities in order to:
  - (1) To assist the Library Board in carrying out its duties to review and recommend a name.
  - (2) To enable the BOCC to refer all such requests to the Library Board.
  - (3) To inform potential donors of what their commemorative options are.
  - (4) To inform the public at large as to the elements of the naming process.

**2. POLICY:**

- A. The final authority to name county-owned public library facilities within the Public Library System of Hillsborough County (the Library Facilities) rests with the Hillsborough County Board of County Commissioners (the BOCC).
- B. Pursuant to Section 5 of [Chapter 84-443](#), laws of Florida, the Tampa Hillsborough Public Library Board (the Library Board) has the duty and the responsibility, among others, to serve in a recommending capacity to the Library Director and to the County Administrator in respect to all matters pertaining to the Public Library System of Hillsborough County (the Library System) and library services.
- C. The BOCC has delegated to the Library Board certain duties and responsibilities in connection with naming the Library Facilities, or portions thereof, programs and other commemorative matters.

**3. PROCEDURE:**

- A. Initiating the Naming process: all requests for naming Library Facilities (individually, a Request and collectively, the Requests) shall be made in writing and submitted to the Library Board.
- B. Requests may be submitted by any individual, entity, or association, including members of the BOCC, the Library Board, and the Friends of the Library.
- C. Upon receipt of a Request, the Library Board shall forward the Request to the Policies and Bylaws Committee of the Library Board for the purpose of reviewing Requests and submitting a recommendation to the Library Board.
- D. The Library Board shall solicit input on the request (to name a library facility) from the affected community. A variety of methods may be used to gather community input including public meetings, written surveys, or through electronic media. Upon completion of its review of the Request, the Policies and Bylaws Committee shall

make a recommendation to the Library Board.

- E. The Library Board shall consider the recommendation of the Policies and Bylaws Committee in making the final determination with respect to the Request, but the Library Board is not bound thereby.
- F. Upon consideration of the recommendation of the Policies and Bylaws Committee the Library Board shall vote whether to nominate and submit the name in the Request to the BOCC. The vote of the Library Board shall be taken at a regular meeting of the Library Board 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, pursuant to subsection 3C above, the Library board votes to submit the name in the Request to the BOCC, then it shall do so in writing in accordance with the policies and procedures of the BOCC governing such matters, including two party agreements.
- G. If, pursuant to subsection 3C above, the Library Board votes not to submit the name in the Request to the BOCC, and then it shall communicate its decision in writing to the individual, entity, or association initiating the Request.
- H. The review, recommendation, and nomination process undertaken by the Policies and Bylaws Committee and the Library Board shall, in all respects, conform to the requirements of *BOCC Policy—Section Number 01.12.00.00 entitled Naming of County-owned Buildings, Parks, and Property (the BOCC Naming Policy)* and the guidelines set forth in this Library Board policy
- I. A name shall not be recommended by the Policies and Bylaws Committee nor nominated by the Library Board that is in conflict with the *BOCC Naming Policy*.
- J. The name recommended by the Policies and Bylaws Committee and nominated by the Library Board shall be in keeping with the mission and the profile of the Library System.
- K. In all cases, the final name recommended or nominated should include as a part thereof the phrase, “Public Library.”
- L. 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 prior to submission to the County Administrator.
- M. 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 School Board of Hillsborough County), prior to submission to the County Administrator.
- N. 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.
- O. An existing Library Facility not named for a benefactor or supporter may be

rededicated and given the name of a benefactor or supporter.

- P. The specific criteria to be considered by the Policies and Bylaws Committee and the Library Board in the review, recommendation, and nomination process of a name or name change are set forth below:
- (1) Geographic location - the recommended name or name change represent the geographic area it serves (e.g., 78th Street Community Library).
  - (2) 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., Jimmie B. Keel Library).
  - (3) Special benefactor—the recommended name is that of a person who, or family organization, or corporation which has given a significant donation to the Library System (e.g., Austin Davis Public Library). A significant donation shall be a donation in kind or cash.
  - (4) 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).

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](#).

#### **4. AUTHORITY:**

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director