

SUBJECT: NAMING PUBLIC LIBRARY SPACES

EFFECTIVE: JULY 25, 2013

SUPERSEDES: 2/2005

1. PURPOSE:

- A. The purpose of this policy is to establish and set forth guidelines for naming Library Meeting Rooms, Reading Rooms, Community Rooms, Study Rooms, Conference Rooms, Collections with a specific purpose, etc. or other designated areas within a Library [collectively Library Space(s)] and for implementing commemorative options honoring individuals, entities, or associations for whom or which meeting rooms are named.

2. POLICY:

- A. All requests to name Library Space(s) shall be reviewed by the Tampa-Hillsborough Public Library Board (the Library Board) for its recommendation with respect thereto, pursuant to the Library Board's duty and responsibility under Section 5 of [Chapter 84-443](#), Laws of Florida, to serve in a recommending capacity to the Library Director (the Director) and to the County Administrator in respect to all matters pertaining to the Tampa-Hillsborough County Public Library System (the Library System).
- B. Library Space(s) located in a building owned by a partner organization (e.g., Egypt Lake Elementary School) may be re-named, 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 for its review and consideration.
- C. The review and recommendation process undertaken by the Library Board with respect to naming Library Space(s), re-naming 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.
- D. The following specific criteria are to be considered when reviewing Requests and making recommendations with respect thereto:
 - (1) Geographic location—the requested name represents the geographic area the Library Facility serves.
 - (2) Library supporter—the requested name is that of an individual, living or deceased, who has added significantly to library service in Hillsborough County.
 - (3) Special benefactor—the requested name is that of a person who, or family organization or corporation which, has given a significant donation in kind or cash to the Library System.
 - (4) 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.
- E. In connection with the review and recommendation process for naming portions

of Library Space(s), the criteria set forth in clauses (1) through (4) below may be considered in addition to the specific criteria set forth in Section 2 above:

- (1) memorials for significant, long-term service to the Library System;
- (2) significant contributions, both financial and in-kind support to the library System;
- (3) historic or cultural significance; and/or
- (4) noteworthy public figure or official.

F. Any name recommended and selected pursuant to this Policy must conform to the requirements of *BOCC Policy Section Number 01.12.00.00*.

3. PROCEDURE:

- A. All requests for naming Library Space(s) shall be made in writing and submitted to the Library Board.
- B. Requests may be submitted 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 set forth in Paragraphs D and E above.
- C. Requests shall be forwarded to the Policies and Bylaws Committee of the Library Board for the purpose of reviewing the Request, soliciting public input from the affected community, and making a recommendation with respect to the Request to the Library Board.
- D. The Policies and Bylaws Committee shall solicit input from the affected community using a variety of methods, including any one or more of the following: Friends of the Library meetings, public meetings, written surveys, or electronic media, such as e-mail or voice mail.
- E. Upon completion of its review of a Request, the Policies and Bylaws Committee shall make a recommendation to the Library Board with respect to the Request. Any name recommended by the Policies and Bylaws Committee to the Library Board for its consideration shall be in keeping with the mission and the profile of the Library System.
- F. The Library Board shall consider the recommendation of the Policies and Bylaws Committee with respect to the name in the Request, but the Library Board is not bound thereby.
- G. Upon deliberation, the Library Board shall vote whether to adopt the recommendation of the Policies and Bylaws Committee with respect to the Request. The decision of the Library Board with respect to the Request shall be submitted as a recommendation to the Director who shall make the final determination. The Director shall consider the Library Board's recommendation but is not bound thereby. The final decision regarding a Request shall be

communicated in writing by the Library Director to the individual, entity, or association initiating the Request.

- H. Commemorative Options –The following are the approved commemorative options for honoring the individuals for whom a Library Space is named:
- (1) The Library System will purchase standardized signage and/or lettering that will be hung 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 will also be designed to reflect the décor of the individual Library.
 - (2) 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). The cost for the plaque shall not exceed \$250.
 - (3) Library System Staff will work with the individual, entity, or association being honored, or the representative of the individual being honored, if the honoree is deceased, on the wording of the plaque. The final wording of the plaque will be approved by the Library Director.
 - (4) 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.
 - (5) 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.
 - a. Library Staff will work with the individual, entity, or association being honored, or the representatives of the individual being honored, if the honoree is deceased, on the components, framing, and arrangement of the display. The Library System 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 sole discretion. The Library Director will adhere to *BOCC Policy Section Number 01.13.00.00* relating to displays, if applicable. The display and all material donated by any individual, association, or entity for use in the display shall be the property of the Library System, which shall have the right to modify, move, or remove the display or any portion thereof at any time in its sole discretion.
 - (6) 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.

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