



## **Naming Policy**

The Morton Grove Public Library Board of Trustees shall consider recognition of those who have given gifts or service to the Library, or those whose accomplishments or generosity advance the mission of the Library, further the capacity of the Library to meet its goal to serve the library community, and/or enhance the reputation of the Library.

Gifts with naming opportunities that are made to the Morton Grove Public Library or the Morton Grove Public Library Foundation will be evaluated by the Executive Director, senior staff, and the Library Board of Trustees before acceptance.

While the Morton Grove Public Library is grateful for, and encourages donations from, all individuals, businesses, and organizations, the Library reserves the right to:

- Decline any gift to the Library and/or reject naming proposals, and/or
- Terminate or alter a naming designation in any and all circumstances.

Naming rights will expire 30 years from the date of acceptance unless extended by the Library Board of Trustees.

There are four class options for naming:

### **Class I: Portable Items**

Examples are art prints, artifacts, furniture, and equipment. Recognition is provided in an appropriate manner.

### **Class II: Tribute Markers**

Examples are plaques or other markers in association with trees, benches, sculptures, and other such items.

### **Class III: Inside Spaces**

Examples are reading rooms, classrooms, boardrooms, galleries, and lounges. Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named and uniform in style. All references to the named area in promotional materials, directional signage, and library documents shall include the name of the individual, family, or corporation.

### **Class IV: Outdoor Spaces**

Examples are buildings, courtyards, gardens, etc. Naming and signage shall be approved by the Board of Trustees. Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the area so named. All references to the named area in promotional materials, directional signage, and library documents shall include the name of the individual, family, or corporation.

The naming or name recognition of any of the four classes shall end under the following circumstances:

- An item in any of the four classes is to be demolished or eliminated.
- An item in any of the four classes changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
- If the individual or corporation has engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Morton Grove Public Library.

*Approved by the Morton Grove Public Library Board of Trustees, October 8, 2015; April 19, 2018, July 9, 2020; July 8, 2021*