

<b>Naming/Donor Recognition Policy</b>	<b>Approved by: Board of Trustees</b>	<b>Date:</b>	<b>6/19/18</b>
	<b>Revised Date:</b>		

The recognition/naming policy of the Hall County Library System, as mandated by the Board of Trustees, is as follows:

**AUTHORITY**

The Board of Trustees of the Hall County Library has the final and exclusive authority for the naming of library gardens, areas, rooms, spaces, and all other library facilities. Library buildings, which are owned by Hall County Board of Commissioners, must be named in cooperation with the County.

**PROPOSALS**

All such proposals for naming may come from a Trustee, library administration, the Friends of the Hall County Library, Hall County government, civic groups, or individuals for consideration by the Board of Trustees.

**POLICY AND PROCEDURE**

- The main library and any of its branches shall only be named Hall County Library, followed by the name of the geographic area in which the main library or branch library building is located or after the community it serves. The Board, in its sole discretion, may name a building after an individual, family, corporation, etc., under exceptional circumstances that shall include service to the library system.
- Rooms, gardens or wings of libraries shall be named for the function of the area; e.g. the "Children's Room", the "Adult Learning Center", or the "Quiet Room", or similar designation preceded or followed by the name of an individual, family, corporation, etc. approved by the Board of Trustees for an extraordinary monetary contribution or services to the library or community.
- A collection may be named by the Board in recognition of a donor when the funding is sufficient to create and maintain the collection, and it meets the library's needs and other criteria.
- Furnishings and equipment may be named by the Board in recognition of a donor when the funding is sufficient and the product meets the library's needs.
- Book donors will be recognized by placing a bookplate in the book for the life of the book.