

## Naming Opportunities and Donor Recognition

The Indian Trails Public Library District appreciates individuals and organizations that wish to make a significant contribution of monies, time and in-kind services for the betterment of the library. Donations at established levels are recognized in various ways, including naming opportunities and public and/or permanent acknowledgement of the donation.

Donations are accepted that contribute to the achievement of the library's goals and objectives and do not conflict with Indian Trails Public Library District's adopted policies or regulations.

The donor will be responsible for any appraisal or valuation of the gift for the donor's purposes prior to the conveyance of the donation to the library.

### **Section 1:** Naming Opportunities

Any consideration given to naming of library facilities (wings, sections, rooms, furniture or equipment groupings and collections) will be at the discretion of the Board of Library Trustees with input from the Executive Director of the library and the Foundation of the Indian Trails Public Library District Board of Directors. Donor levels will be established prior to any fundraising activities. The Library Board of Trustees or Foundation Directors may seek the advice of a professional consultant for significant or unusual gifts that fall outside the parameters established. All naming opportunities must be consistent with the following guidelines.

1. The naming is not likely to be perceived as an endorsement of an individual, organization, product or service and will not impose a restriction on the Indian Trails Public Library District as a condition of the donation for naming purposes.
2. The naming must not conflict with Indian Trails Public Library District's adopted policies or regulations.
3. Any donations made for naming opportunities for tangible items (collections or furniture, etc.) are made with the understanding that these items will be used and disposed of at the library's discretion, unless otherwise mutually agreed upon by the donor and Executive Director at the time the donation is accepted.
4. When a facility or area is named in recognition of a donor or an honoree, that name will be in effect for an agreed upon length of time. If a facility must be replaced or substantially renovated, or the use of the area repurposed, it may be named for a new donor, subject to the specific terms and conditions set forth in any gift agreements related to the prior naming action.
5. All naming agreements will be acknowledged and recognized.

**Section 2:** Donor Recognition

Recognition of donors may include, but are not limited to, former members of the Board of Library Trustees, those honored previously through plaques and other commemorations over the years, former library directors and others whose contributions to the success of the library has been deemed substantial by the library Board of Trustees and Foundation of the Indian Trails Public Library District.

Recognition of donations, donor or honoree will be acknowledged in accordance with library procedures.