



# DONOR RECOGNITION

Approved by the Library Advisory Board February 22, 2012

Donors to either Petersburg Public Library or Petersburg Public Library Endowment Fund shall be recognized for their financial contributions that benefit the programs, projects, and services of the Petersburg Public Library.

## **Naming and Name Recognition**

The naming or name recognition of library facilities, rooms, special use areas, specialized collections and endowments is set forth in this policy to ensure that such naming is consistent with the mission of Petersburg Public Library and its reputation as a public entity. The Board of the Petersburg Public Library shall evaluate proposals for naming and name recognition for those persons or corporations that have had a positive impact on the library through philanthropic contributions or through exceptional achievement in service to Petersburg Public Library and the profession of public librarianship.

## **Definitions**

**Financial Contributions:** For the purposes of this policy, this includes all cash contributions for the benefit of Petersburg Public Library. Contributions of securities will be liquidated upon receipt and the donor will be acknowledged for the cash value at the time the donation is made.

**Endowment:** A permanently secured fund, in which the principal remains intact, to which an annualized portion may be distributed for library programs, services, or collection development.

**Name recognition:** Acknowledges a substantial philanthropic contribution for a building or facility, room, special use area, or specialized collection with a conspicuously placed placard. Placards shall be of standard size and appearance. Standard inscription shall be: "(Room Name) made possible by a generous contribution from (Donor Name)."

**Naming:** Refers to titling a building or facility, room, special use area, specialized collection, or a special purpose endowment. The naming shall be considered either by philanthropy or as an honorific. The name of the individual or corporate entity shall preface the title of the room (e.g. "John Smith Meeting Room; Jane Jones Endowment for Youth Services) and shall be used in signage as well as references to the entity in publicity materials and other library documents.

**Philanthropic gift:** A monetary gift or donation to Petersburg Public Library or its affiliated organization, the Petersburg Public Library Friends Foundation.

**Room:** A defined area of the library, such as a meeting room, office, or any room that is partitioned from other sections of the building.

**Special Use Area:** Any area within the library building that has a distinct and identifiable purpose, such as the Teen Zone or Alaska Section.

## **Recognition of Donor Contributions**

All financial contributions shall be acknowledged by letter or note card as soon as possible upon receipt of the contribution. Proper tax information will be provided by the Alaska Community Foundation. In the case of a memorial or gift contribution, an acknowledgement shall be sent to the honoree or the family of a memorialized person, if applicable.

Unless the donor specifies anonymity, donors may be acknowledged by any of the following means: donor wall, annual reports, newsletter listings, and/or special media advertising.

## **Guidelines for Naming and Name Recognition of Philanthropic Contributions**

### **Named Endowments**

All endowment funds will be held with the Alaska Community Foundation and be subject to the current limits and regulations set by the ACF. A named endowment may be requested by the donor or proposed by the library board with permission of the person civic organization or corporation to be named. The request shall be evaluated by the library board for approval.

### **Named Rooms and Special Use Areas**

In general, meeting rooms and designated special use areas shall be named for an individual, family, civic organization or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion to the total cost of the facility or the project for the facility. The proportion shall be determined by the Petersburg Public Library Board or Capital Campaign Committee as appropriate. 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.

### **Name Recognition**

Name recognition for a non-public room or area deemed appropriate for naming, may recognize a donor by a conspicuously displayed placard. Name recognition may be the name of an individual, family, civic organization or corporation making a contribution in proportion to the total cost of the facility. The proportional cost shall generally be less than a named or titled room and that amount shall be determined at the time of the project by the Petersburg Public Library Board. Placards shall be of standard size and appearance throughout the library building.

### **Library Building**

At the discretion of the Petersburg Public Library Board, the naming of the library building may be considered in the event of an extraordinary contribution for a library building project. The entity known as Petersburg Public Library shall not be subject to naming, but the building housing the library may be so named. Such naming shall only be considered for an individual or family.

### **Guidelines for Honorific Naming**

All naming opportunities, except that of naming the library building or the entity known as Petersburg Public Library, may be afforded to individuals who have given extraordinary service to Petersburg Public Library, the public library profession, and the Petersburg Borough. The individual must have left the service of the library, either in the capacity of employee, volunteer, supporter, or board member, for a period of no less than one year unless otherwise excepted by a library board resolution. The library board has final authority for such naming.

### **Guidelines for Corporate Naming and Name Recognition**

Corporations that are compatible with the library's mission and purpose and, in the opinion of the Board, reflect a positive influence on the library and Petersburg Borough may be eligible for naming or name

recognition for all naming opportunities, except for the naming of the library building. Such corporations must have a high ethical standard of business practice. All signage and placards for corporate name recognition will follow the same standards as signs and placards for individuals. Corporate logos will be excluded from such signs and placards to avoid appearance of commercial influence.

### **Duration of Removal of Naming or Name Recognition**

At the discretion of the board, the naming or name recognition of a library facility, room, special use area, or specialized collection, shall end under the following circumstances:

- A building, room, or special use area, collection is to be demolished.
- A building, room, or special use area changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
- If the individual or corporation is 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 Petersburg Public Library.

### **Naming Agreements between Donor and Library Board**

All agreements for naming through philanthropic gifts shall be documented in a Memorandum of Agreement (MOA) between the donor and library board. MOAs shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the library board.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the library board may withdraw the naming commitment. The library board shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.