



# HONORIFIC RECOGNITION

Approved by the Petersburg Public Library Board XXXX

This policy establishes guidelines for honoring individuals, families, or organizations for significant service, legacy, or community impact related to the Petersburg Public Library. This policy supplements the Library's **Gift Acceptance Policy** and **Donor Recognition Policy** and applies only to recognition not based on monetary donor acknowledgment.

**Honorific recognition** (*a way of recognizing someone to show respect or appreciation, without giving ownership, control, or naming rights*) acknowledges exceptional contributions to the Petersburg Public Library and does not confer any rights or control over library spaces, collections, or operations. The Library does not assign honorific names to library sections or collections. All honorific recognition requires approval by the Library Board, which retains final authority.

## **Relationship to Other Policies**

Monetary gifts and donor acknowledgment are governed by the **Donor Recognition Policy**. Acceptance of gifts, including artwork or objects, is governed by the **Gift Acceptance Policy**. This policy governs honorific recognition outside those policies.

## **Eligibility**

Honorific recognition may be considered for individuals, families, or organizations whose service or impact aligns with the library's mission. Current elected officials, library staff, and Library Board members are generally not eligible during their term of service.

## **Forms of Recognition**

Recognition may include events or programs, temporary displays, and recognition in library publications or online materials. Events or programs associated with honorific recognition may be organized by the **Friends of Petersburg Libraries** at their discretion. The Library Board and library staff are not responsible for planning, hosting, or funding such events. The Library Board determines whether honorific recognition is approved but does not administer recognition activities.

## **Approval and Duration**

All honorific recognition must be approved by the Library Board and documented in meeting minutes. Approval does not obligate the Library Board, library staff, or Friends of Petersburg Libraries to organize events or celebrations. Recognition may be time-limited or ongoing and may be modified or removed at the Board's discretion.

## **Signage, Displays, and Artwork**

Any physical displays associated with honorific recognition require separate Board approval. Ownership, duration, and maintenance terms must be defined in advance and are subject to the **Gift Acceptance Policy**.