

Prince William Public Libraries
Library Policies
Naming Policy

Approved by the Library Board of Trustees October 27, 2022

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NAMING POLICY

This policy establishes recommendations for the naming of spaces within library facilities or specific areas on the grounds of Prince William Public Libraries (Library). The naming of Library buildings follows the established Library practice of naming buildings according to their geographic location.

Commemorative naming is in recognition of distinguished service or significant financial contribution by the individual or group to Prince William Public Libraries or to a specific Library facility. Naming opportunities will be at the discretion of the Library Board of Trustees and will be determined on a case-by-case basis.

Community rooms, reading or study rooms, green spaces, other interior and exterior spaces, or portion of a facility may be named or renamed by the Library Board of Trustees. Additionally, the function of the area should be included in the naming of the space, i.e., "Children's Room" or "Quiet Study Room" preceded by the name of the recognized individual or group.

The final selection of a name shall be the responsibility of the Library Board of Trustees based on recommendations of the Library Director and designated staff. Upon approval by the Library Board of Trustees, a commemorative plaque may be installed that is consistent with existing signage at the Library facility.

The Library Board of Trustees reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

Adopted by Library Board of Trustees October 27, 2022
Supersedes December 3, 2015