

Title:	Terms of Reference for Naming Libraries Policy	
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PURPOSE:

This policy provides terms of reference for the naming of Libraries.

DEFINITIONS:

Branch or location – any physical building or space used by the Library for the express purpose of operating a public Library.

Geographic descriptor – any name or word that indicates the geographic location of the Library branch or location i.e. the name of a street, a neighbourhood, an area of the City, previous municipal entity, a building or direction (East, West, South, North).

Exceptional circumstance – a situation deemed appropriate by the Board to approve a name of historic significance or to recognize the efforts of a prominent individual.

POLICY STATEMENT:

All naming rights are vested with the Board. Any change to the name of a branch or Library location must be approved by the Board.

Library facilities should use geographic descriptors within their names to clearly identify the geographic location of the facility unless an exceptional circumstance arises.

The naming rights agreements for sponsorships shall not be applicable to entire Library branches or locations but may be applied to rooms or areas within a Library location with Board approval.

RELATED POLICIES

200-03 Donor and Sponsorship Policy