



## **Donor Recognition Policy**

*Approved by the Lawrence Public Library Board of Trustees on 11/15/2021. Revised 1/20/2025. Proposed review date: 1/2028.*

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The Lawrence Public Library Board of Trustees (“Trustees”), in consultation with the board of the Lawrence Public Library Friends & Foundation (“Friends & Foundation”), supports providing naming rights to honorees, donors, and sponsors for library spaces, programs, and tangible assets, when such relationships are mutually beneficial and consistent with this policy.

### **Eligibility**

Naming rights for honorees, donors, and sponsors may be determined based on one or more of the following considerations:

1. Alignment with the library’s vision, mission and values
2. The significance of the gift or sponsorship in relation to the project
3. The history of service to the library by the honoree, donor, or sponsor

### **Name Recognition Process**

The Trustees, upon the recommendation of the Friends & Foundation, shall consider the naming of facilities, programs, and assets.

The duration of the named recognition for honorees, donors, and sponsors shall be specified by the Trustees, either in perpetuity, for a stated number of years, for the lifetime of the donor(s), or for the existence of the facility, program or asset.

The library shall draft an agreement with the donor, sponsor, or honoree outlining the terms of the donation as determined by the Trustees.

The library shall bear the expense of and determine the propriety of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the library shall not bear the expense to change the display. The Friends & Foundation shall maintain an inventory of named spaces in the library.

In the event that a named space is changed, the library will work with honorees, donors, and/or their families to recognize the original name on a plaque or through other means.

The Trustees recognize that gifts and sponsorships often are made in installments. Naming recognition will not commence until a significant installment of the gift or sponsorship associated with the naming is received.

For recognition made as a bequest, naming will not commence until the bequest is realized, except in extraordinary circumstances and with the Trustees' approval.

### **Rights Reserved by Trustees**

The Trustees retain the right to modify, change, renovate, or dispose of any Lawrence Public Library facility, program, or asset. Honorees, donors, and sponsors will be notified when a change is considered.

The Trustees reserve the right to revoke a naming decision if it constitutes a significant and continuing impairment to the library's reputation or if the agreed-upon contributions or sponsorship payments are significantly reduced.

The library will not relinquish to an honoree, donor, or sponsor any aspect of the library's right to manage and control any of its assets, facilities, programs, services, staff, or volunteers.