

SUBJECT: LIBRARY FACILITIES NAMING POLICY

INTRODUCTION

This policy establishes the San Antonio Public Library Board of Trustees' position on the naming of Library facilities and their spaces; outlines the process of naming new Library facilities and their spaces; and sets forth the criteria for names to be considered. The policy also addresses the re-naming of existing branch Libraries and their spaces.

POLICY STATEMENT:

It will be the policy of the Library Board to name Libraries for the geographic areas or neighborhood locations they serve. The use of geographic areas or neighborhood locations in Library names promotes community identification with the Libraries, thus creating a sense of ownership by citizens.

In addition to a Library's geographic name, the Library Board may consider honoring individuals whose achievements represent a lasting legacy to the mission of the San Antonio Public Library or donors making significant financial contributions to the San Antonio Public Library by incorporating that individual's name in the name of a Library, provided that the existing geographic name remains predominant, or by naming an identified space within a Library. In the event that an individual's name is considered, the Library Board will take great care to ensure that the individual is of such character and integrity that the name will endure as an honor in the present and into the future. Any costs associated with adding an individual name to the Library's geographic name or to a Library space, such as signage and plaques, will be the responsibility of the person or group that makes the nomination.

It is the policy of the Library Board not to rename Libraries or existing Library spaces which have been dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the San Antonio Public Library.

A. CRITERIA FOR CONSIDERING INDIVIDUAL’S NAMES FOR BOTH NEW AND EXISTING LIBRARY SPACES

Without reference to ethnicity, color, religion, or political affiliation, the Library Board may consider naming Libraries and Library spaces after individuals who have been deceased for a minimum of one year as of the date of the submission of the proposed name and who meet at least one of the following criteria:

- 1) Regional leaders with strong identifiable ties to the Library.
- 2) San Antonians who have distinguished themselves in education, literature, library service or the world of ideas with strong identifiable ties to the Library.
- 3) San Antonians who have demonstrated support for the Library and whose names, publications, reputations, or public service reflect credit on the San Antonio Public Library System.
- 4) Individuals nominated for dedication of a Library facility by a donor who gives:
 - (a) At least 50% of the total cost of the Library building donated at the time of construction;
 - (b) At least 50% of the total cost of major renovation or upgrade donated at the time of renovation or upgrade; or
 - (c) The land comprising the building site or the cost of the land donated at the time of purchase.
- 5) Individuals nominated for dedication of a Library space by a donor who makes a significant financial contribution to the Library.

B. PROCEDURES FOR SELECTING NAMES FOR NEW LIBRARY FACILITIES

- 1) At least twenty-four (24) months prior to the scheduled opening of a new Library facility, the Library Board’s Naming Committee will convene to select a geographic name for that facility. This name will be based on the location served by the facility.
- 2) The Naming Committee will propose a geographic name for the new facility to the Library Board at the next regular Board meeting. This meeting will initiate a two-month period for public comment, the purpose of which is to ensure that the proposed geographic name and any individual names proposed by Library stakeholders or citizens to be incorporated with the geographic name are accepted by the community served by the Library.

- 3) During the two-month public comment period, the Library Board will notify the public of the proposed name through press releases, public service announcements, the Library's website, or other effective means of communication. Any notification will contain:
 - (a) A description of the facility to be named, its location, and its proposed name.
 - (b) The deadline for submitting comments (either in writing or in person), which will be the second Board meeting after presentation to the Library Board of the Naming Committee's proposal.
 - (c) The address to which citizens served by San Antonio Public Library may send their comments.
 - (d) The dates, times, and locations of the two consecutive Board meetings to be held during the public comment period, at which citizens served by San Antonio Public Library may comment on the proposed name.
- 4) If public response suggests the need for an alternate name, the Naming Committee will consider other names and make an appropriate recommendation to the Library Board. The recommendation will include the rationale for the committee's choice.
- 5) At the third Board meeting after the Naming Committee's initial proposal, the Library Board will hear the final recommendation from the Naming Committee and, unless further deliberation is needed, will vote on the recommendation.

C. PROCEDURES FOR SELECTING NAMES OF INDIVIDUALS FOR EXISTING LIBRARY FACILITIES AND SPACES

- 1) At any time, citizens served by the Library or other stakeholders of the Library may suggest names for an existing Library facility or for spaces in and around Library facilities to the Library Board in writing; however, the Library Board will not rename Libraries or existing Library spaces which have been previously dedicated in honor of an individual, unless such individual no longer represents a lasting legacy to the mission of the San Antonio Public Library.
- 2) The Library Board Chair will refer a suggested name(s) to the Naming Committee. The Naming Committee will meet to review any suggestions and will make a recommendation to the Board no more than three months after the suggestion is referred to the Naming Committee.

- 3) If a name is suggested for an existing Library facility, the Library Board will initiate a two-month public comment period and will notify the public of the proposed name through press releases, public service announcements, the Library's website, or other effective means of communication. Any notification will contain:
 - (a) A description of the facility to be named, its location, and its proposed name.
 - (b) The deadline for submitting comments (either in writing or in person), which will be the second Board meeting after presentation to the Library Board of the Naming Committee's proposal.
 - (c) The address to which citizens served by San Antonio Public Library may send their comments.
 - (d) The dates and times of at least one public hearing to be held at the affected Library during the public comment period at which citizens and Library stakeholders may comment on the proposed name.
- 4) If multiple suggestions are made for the same Library facility or space, the Naming Committee will select one name to recommend for approval, but may recommend the other suggested names for other spaces in the facility.
- 5) At a regular Board meeting, the Board will hear the Naming Committee's recommendation and, unless further deliberation is needed, will vote on the recommended name.
- 6) If additional deliberation is needed, the vote will be postponed until the next regular Board meeting. The Naming Committee will clarify their recommendation before that Board meeting.

Approved: Library Board of Trustees
February 28, 2007



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