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. The naming of library buildings follows the established county policy and therefore is not addressed here.

Commemorative naming is in recognition of distinguished service or significant financial contribution by the individual or group to the Prince William Public Library System or to a specific library. Naming opportunities will be at the discretion of the Board 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. 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 will be installed that is consistent with existing signage at the facility.

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

The policy will be reviewed as needed and is subject to change.

Adopted by Library Board of Trustees December 3, 2015