

**LINCOLN CITY LIBRARIES  
LINCOLN, NEBRASKA**

**POLICY TITLE: NAMING OF FACILITIES**

**PURPOSE:**

The purpose of this policy is to establish the authority for naming of buildings and other facilities of the Lincoln City Libraries.

**DEFINITIONS:**

- a. Use-related (Generic). When used in conjunction with facility identification, the terms “use-related” and “generic” describe names given to buildings or other facilities which are based solely upon the use of the named facility, without the inclusion of a modifier which would designate a particular family, person, or organization. Examples of use-related or generic names would be “Youth Services” or “Adult Fiction.”
- b. Facility Identification. The name or title used to designate a particular building or other facility for the purpose of specifically identifying such building or facility to all staff and customers.
- c. Facility. Any physical structure or space dedicated to, or organized for, the performance of library programs and related activities. For purposes of this policy, this definition will include a new, existing, or leased building, a wing of a building, a room or cluster of rooms, bookmobile, or other significant features such as a fountain, monument, plaza, garden, landscaped area, or collection of media.

**AUTHORITY FOR NAMING FACILITIES:**

- a. The use-related (generic) naming of a library building or wing of a building or other significant library feature such as a fountain, monument, plaza, garden, landscaped area or collection shall be approved by the Director and reported to the Library Board.
- b. The naming of a library building or wing of a building, bookmobile, a room or a small cluster of rooms, or other library features such as a fountain, monument, or plaza, a garden or landscaped area, or a collection, in honor of an individual, a family, a group or an organization shall be approved by the Library Board.

**CRITERIA FOR NAMING FACILITIES:**

- a. A facility may be named for an individual, family, group, or organization that has provided or meets one or more of the following criteria:
  1. Extraordinary service to the Lincoln City Libraries as a staff member or volunteer,

2. Extraordinary support or service to the Lincoln City Libraries,
  3. Notable achievements by a Nebraska literary figure or community leader who has significantly contributed to public library service in Lincoln, Nebraska, or
  4. Significant financial contributions toward the construction of a facility of the Lincoln City Libraries, or an endowment for maintenance and operating costs of a facility of the Lincoln City Libraries.
- b. Facilities shall not be named for persons who are currently employed by the City of Lincoln, or who are elected officials or members of the Library Board. Proposals to honor such individuals shall not be considered earlier than five years following the departure, death, or retirement of such individual from the employ of the City of Lincoln, or the end of such individual's term as an elected official or member of the Library Board.
- c. In addition to the criteria stated above, the naming authority shall be guided by the following considerations:
1. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the Library, should be avoided.
  2. Names which can cause public confusion with existing facility names in the community should be avoided.
  3. Names which, by virtue of their length or otherwise, are difficult or cumbersome to read or write should be avoided.

**PRIOR FACILITY NAMES:**

- a. It is the intent of the Library Board that facility names in existence at the time of the adoption of this policy shall remain in effect, except as approved by the Library Board in compliance with this policy.

Approved by Library Board September 18, 2007

Revised: June 15, 2010

Affirmed by Library Board: April 21, 2015