

Purpose: To clarify the requirements and procedures to be followed by the Board in order to have specific rooms, areas, or buildings of the Medicine Hat Public Library named for a person or an organization.

1. Definitions:

- 1.1. Board: the Medicine Hat Library Board
- 1.2. Leadership Gift: the primary donation toward a renovation or building that the Board deems sufficiently significant.

2. Naming Criteria

2.1. Based on Service

- 2.1.1. A proposal is formally made to the Board to name a new or existing area or facility in honour of an individual for service to the library or the community. A detailed justification and explanatory materials must be included with the proposal.

2.2. Based on Financial Gifts and Donations

- 2.2.1. To name a new or renovated area donors are expected to provide the leadership gift toward the total cost of constructing or renovating the area.
- 2.2.2. Naming of rooms, areas, and buildings is for a set term clearly outlined in writing and negotiated between the board and the donor.
- 2.2.3. An endowment fund may be obtained for the continuing operations and maintenance of any named, gift-funded, facility/area.

3. The Board has the authority to accept or reject any proposal, gift, or donation pursuant to this policy.