

HENDRICK HUDSON FREE LIBRARY DONATION AND NAMING POLICY

A naming gift policy helps ensure that gifts with associated naming rights are managed in a consistent manner, and according to established guidelines. It is also designed to provide donors with equitable, consistent and appropriate recognition and stewardship for their generous support.

- The Library is grateful for all appropriate and useful donations presented or offered to the Library, subject to approval of the Board. Unless otherwise agreed to by the Library, all donations are received as unrestricted funds, i.e., the Library may utilize the donation in any manner deemed appropriate by the Director and the Board of Trustees.
- Donations of certain amounts may qualify for naming opportunities, for certain Library assets, as determined by the Director and Board of Trustees. All naming opportunities must be appropriate and consistent with the Library's mission and goals.
- Upon receipt of full payment of the agreed upon amount for naming a Library asset, the Library will arrange a dedication ceremony at the donor's request. A plaque will be installed at or near the named area. The Library will confer with the donor with respect to the contents of the plaque, although the Library reserves the right to approve the wording, size, location and style of the plaque.
- The naming of the Library asset will last for the normal useful life of the asset or 25 years, whichever comes earlier. A plaque will remain in the location in perpetuity, acknowledging the name and the donation. During that time, in the event of damage to the named asset which makes it inaccessible or unusable, the Library will consult with the donor in an effort to honor the named person in another suitable manner.
- If an individual or organization after which a Library asset has been named comes into disrepute in the community, the Director may recommend to the Board of Trustees that the use of the name be discontinued.

Adopted by the Board of Trustees 10.23.17
Revised 10.22.12/10.26.15/04.08.19/10.26.20
Reviewed 10.23.17/04.08.19/10.26.20