



SPAULDING MEMORIAL LIBRARY

SEBAGO • MAINE

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NAMING POLICIES

The Spaulding Memorial Library appreciates gifts towards our Expansion Fund at all levels and seeks to provide recognition to all donors, while recognizing the extraordinary generosity of our major donors with naming opportunities. To ensure full understanding about what these naming opportunities include and to avoid any future dissatisfaction or disagreement, we want to make our naming policies crystal clear at the outset.

Naming opportunities may recognize individuals, families, organizations, or businesses. In the interest of maintaining the Library's impartiality in controversial issues, political or religious figures or organizations cannot be recognized. The Board of Trustees will review proposed names to ensure they are appropriate and in keeping with the Library's mission. The Board reserves the right to approve or disapprove of any proposed names.

Signage recognizing a name will be designed by the Library in keeping with the look of the building. Advertising elements cannot be included. Because of the limited number of character on a plaque, recognition of gifts below \$5,000 will appear in a standardized format. For larger gifts, the Board will make every effort to create plaques that meet the wishes of the donor.

The name will remain with the designated area for the duration of the

area's useful life, unless the area is substantially renovated, expanded or designated for a different use, or destroyed, removed or abandoned. If the named section of the Library is rebuilt, the Board agrees to include appropriate recognition of earlier donors or honorees in the new structure. If a named organization ceases operation, the name of the area may be resold.

The Board reserves the right to withdraw a name from the building if the person or entity commits public acts or statements that the Board feels would reflect badly on the Library or compromise public trust in the Library. If the Board withdraws a name, the donor will not be entitled to a refund.

Major donors may request the Library to publicize their gift in local news outlets or with ceremony at the Library. Please discuss details with the Board.

The Board will provide donors with a written agreement outlining the area to be named and confirming the wording to be used and any other details that have been agreed upon verbally.

Naming opportunities do not carry the right to a voice in decisions of the Board on the operation of the library.

The Board remains deeply grateful to all donors, whose gifts at any size makes this expansion possible.