The intent of a Naming Policy is to enable Mid-Columbia Libraries to recognize extraordinary generosity on the part of individuals, corporations, foundations, and other donors. This policy reflects MCL’s appreciation of community members who support libraries and who choose to leave a legacy by providing funding in this manner.

(1) In the future, all MCL operated facilities will be identified with “Mid-Columbia Libraries” and designated with names that are descriptive of the geographic service area only. For example:

Mid-Columbia Libraries
Benton City Branch

(2) The MCL Board of Trustees recognizes that certain donors deserve specific recognition for their personal commitments to the common good. This will be accomplished by recognizing their gifts through commemorative plaques and naming of areas. The Board has the authority to carry out such a program for recognition of major donors, as approved by the Board, with the clear understanding that the standards and guidelines of the program at all times will be administered unitarily and equally.

(3) Honoring opportunities can be offered to individuals, foundations or corporations in recognition of substantial funding for the library and its programs. Donors seeking such opportunities will have the choice of (a) honoring a leading community figure or local hero, or (b) requesting that either they or another individual or entity of their choice be recognized. Honoring opportunities do not extend beyond the useful life of the spaces or facilities within which they are located.

(4) Within the interior of each branch library honoring opportunities can be made available if requested. These might include (a) the children’s area, (b) the adult reading area, and, (c) where one exists, the meeting room.

This policy provides flexibility for both the donor and MCL, and is intended to be mutually beneficial. Naming opportunities exist for community library meeting rooms, reading areas, study areas, special use areas, collections, equipment, gardens, walkways and other interior or exterior spaces, furnishings, vehicles, and facilities. The policy ensures consistency over time and across MCL’s vast service area. The policy allows for flexibility in the creation of new areas and opportunities for naming.
(5) When a gift or pledge is committed to MCL, the Executive Director shall notify the MCL Board of Trustees of the proposed terms of the commitment. The Board shall have thirty (30) days to accept, modify, or decline a commitment.

(6) Uniform design standards for commemorative signage will be approved by the MCL Board of Trustees. The location of plaques and other signage for commemorative areas will be determined in consultation with the architect of the designated library.