



Naming Policy

The Morton Grove Public Library Board of Trustees shall consider recognition in the form of naming rights of those who have given significant gifts or service to the Library and/or whose accomplishments or generosity advance the mission of the Library.

Gifts with naming opportunities made to the Morton Grove Public Library will be evaluated by the Executive Director, other Library staff as necessary, and the Library Board of Trustees before acceptance. There are four classes of naming opportunities (see below).

The Morton Grove Public Library reserves the right to:

- Decline any gift to the Library; and/or
- Reject naming proposals; and/or
- Terminate or alter a naming designation at any time.

Naming rights will expire 30 years from the date of acceptance unless extended by the Library Board of Trustees.

The naming rights on items from any of the four (4) classes shall end under the following circumstances:

- The naming rights have expired.
- The item/room/space is demolished or eliminated.
- The item/room/space changes function to the extent that the purpose for the naming or name recognition is no longer relevant or appropriate.
- The named individual or corporation engages or has engaged in activities that are in conflict with the mission and values of the Morton Grove Public Library or is involved in any activities that would negatively impact the Library.

Naming Opportunity Classes

Class I: Portable/Nonpermanent Items

Examples include, but are not limited to, art prints, artifacts, furniture, and equipment. Recognition is provided in an appropriate manner.

Class II: Tribute Markers

Examples include, but are not limited to, plaques or other markers created in association

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with the donation or purchase of trees, benches, sculptures, and other related items.

Class III: Indoor Spaces

Examples include, but are not limited to, reading rooms, program rooms, boardrooms, study rooms, and lounges. Signage for named spaces shall be prominent and easily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named and uniform in style to other signage throughout the area and/or library building.

Class IV: Outdoor Spaces

Examples include, but are not limited to, buildings, courtyards, and gardens. Signage for named spaces shall be prominent and easily identifiable. Lettering shall be scaled appropriate to the aesthetics of the area so named and uniform in style to other signage throughout the area and/or library building and grounds.

Approved by the Morton Grove Public Library Board of Trustees, October 8, 2015; April 19, 2018, July 9, 2020; July 8, 2021; November 14, 2024