

# Altoona Public Library Names and Honorific Policy

## **Introduction**

Altoona Public Library would like to thank you for considering a donation to the library. When we receive a donation we look for ways to honor those who are so generous as to consider the library for their donation. We welcome all donations, with immense gratitude. Those interested in donating should contact Altoona Public Library Director, Olivia Moris ([olivia@altoonapubliclibrary.org](mailto:olivia@altoonapubliclibrary.org)) for more information or consideration.

The Board of Library Trustees (Library Board) approved the Altoona Public Library Names and Honorific Policy on December 18, 2024. The following will guide the process the Library Director should follow to enact the policy, as well as provide information to the public regarding the naming of library spaces or programs.

## **Consideration Process for Naming Library Spaces**

An individual or group may submit a nomination seeking to honor or recognize an individual, family, or mission-aligned entity. All requests shall be submitted to the Library Director in writing. The Library Board makes the final decision and they may recognize a donor or supporter of the library through submitting a name of their choosing.

Nominations may be submitted at any time. However, the Library Board will consider names for approval once a year during the May meeting, for any publicly submitted names. *Submissions must be received by March 1 to be considered that year.* The Library Board may consider a name they have selected at any time, not only during the May meeting.

While applicants can suggest specific spaces to be named, the Board of Library Trustees, after receiving the Library Director's recommendation, or following their own choice of name, shall make the ultimate decision as to the appropriate space to be named.

All nominations must be submitted in writing either by delivering a copy to the Altoona Public Library (1303 Lynn Ave.) or via email to the Library Director, Olivia Moris, ([olivia@altoonapubliclibrary.org](mailto:olivia@altoonapubliclibrary.org)).

The nomination should be supported by official documentation including, but not limited to:

- List of accomplishments, professional or volunteer;
- List of honors/awards, professional or volunteer; and
- Narrative as to why the individual, family, or mission-aligned entity should be honored.

Official documentation is not required for consideration of the naming process, but the Library Board finds it helpful when reviewing nominations.

### **Review and Approval Process**

The review and approval process for publicly submitted names will be as follows:

- The Library Director reviews the submission, and follows up with the nominator with any questions or requests for supporting documentation; the Director will submit the recommendation to the Library Board for initial review. *Submissions must be received by March 1 to be considered that year.*
- The Board will review the materials submitted by the Director, and determine 2 whether the nomination should move forward.
- If the nomination moves forward, the library will then solicit feedback from the public for at least 30 days, which will include the opportunity for public comments at a Library Board meeting. All feedback will be taken into consideration in reviewing the nomination.

The Board of Library Trustees will vote on the nomination during the regularly scheduled May meeting and the decision will be reflected in the board minutes, as well as publicized through the library's channels (social media, newsletter, flyers).