

## DESIGNATIONS POLICY

The Board of Trustees of the Guilderland Public Library, in enacting this designation policy, wishes to commemorate, honor, recognize, and acknowledge those who have supported, and will support, the Library in significant ways with their time, talent, and resources.

### I. Type of Designation

#### 1. *Commemorative Designations*

In order to commemorate founders of the Guilderland Public Library, the Board authorizes the continuing display, in a prominent area, of the plaque dedicated to these individuals.

Similarly, the Board authorizes continuing display of the plaque dedicated to individual current and former Board Members.

#### 2. *Honorary Designations*

In order to honor individuals who have served the library with extraordinary and/or sustained commitment, the Board authorizes installation of plaques, in a consistent and fair manner, identifying these individuals and their efforts.

#### 3. *Major Donor Designations*

In order to recognize individuals, or corporate and business entities, who make significant donations to the Guilderland Public Library for capital projects and/or capital funding, the Board of Trustees will offer an opportunity to name physical spaces, objects, programs, or endowment funds in their name.

During specific campaigns, the Guilderland Library Foundation, Inc. may recommend a list of naming opportunities to the Board for its consideration and approval.

The Board of Trustees will determine the period of time, generally the useful life of the asset, a donor's name will be attached to a specific space or program.

Beyond name association, no other rights or benefits will accrue to the donor.

#### 4. *Contributor Designations*

In order to acknowledge those who contribute to fund-raising efforts, the Board authorizes that such contributors be recognized by inclusion on a physical and/or virtual roster or display (e.g. Recognition Board, website "Virtual Wall," or dedicated Lobby Screen), or be given an engraved gift.

## Parameters

1. Selection Criteria - Individuals selected for a designation should be, and continue to be, upstanding, reputable citizens. Corporate and business donors should be, and continue to be, established and reputable entities. In addition to designee recommendations from the Board of Trustees and the Foundation, the Board may, from time to time, consider nominations from residents of the Guilderland Central School District for the above designations.
2. Gift Policy - All monetary, or other gifts, must adhere to the “Gift Policy” of the Guilderland Public Library.
3. Donor Lists - The Guilderland Public Library may publish donor lists or rosters, as deemed appropriate. However, it will respect and abide by a donor’s wish to remain anonymous.
4. Bequests – All bequests will be administered in the same manner as other donations.
5. Renaming – When it becomes necessary, or advisable, for the Guilderland Public Library to renovate, enhance, relocate, or eliminate, a space or program that has previously been named, the Board of Trustees will offer such previous donors, or their heirs, an opportunity make an additional gift to the Library to name the new space or program.

If the Guilderland Public Library is unable to contact the donors, or their heirs, after reasonable attempts, the Board of Trustees will determine the most appropriate means of recognizing the original gift.

The Guilderland Public Library reserves the right to seek additional donors and to associate the name(s) of the new donor(s) with the new space or program.

6. Relocation/Reconfiguration of Plaques – The Board of Trustees reserves the right to relocate or reconfigure existing plaques.

### Citations

Designations Policy

(Supersedes policies below that were combined revised and renamed.) Adopted: June 11, 2009

Commemorative Plaques

Adopted: April 14, 1993

Re-Adopted: August 13, 1998

Permanent Designations

Adopted: April 14, 1993

Re-Adopted: August 13, 1998

Naming Rights – Temporary

Temporary Approval: September 8, 2005

---

**GUILDERLAND PUBLIC LIBRARY**

2228 Western Avenue • Guilderland, New York 12084  
518.456.2400 • [www.guilpl.org](http://www.guilpl.org) • [info@guilpl.org](mailto:info@guilpl.org)