

Purpose: To clarify the requirements and procedures to be followed by the Board in order to have specific rooms, areas, or buildings of the Medicine Hat Public Library named for a person or an organization.

1. Definitions:
 - 1.1. Board: the Medicine Hat Library Board
 - 1.2. Leadership Gift: the primary donation toward a renovation or building that the Board deems sufficiently significant.

2. Naming Criteria
 - 2.1. Based on Service
 - 2.1.1. A proposal is formally made to the Board to name a new or existing area or facility in honour of an individual for service to the library or the community. A detailed justification and explanatory materials must be included with the proposal.
 - 2.2. Based on Financial Gifts and Donations
 - 2.2.1. To name a new or renovated area, donors are expected to provide the leadership gift toward the total cost of constructing or renovating the area.
 - 2.2.2. Where possible/negotiable an endowment fund is obtained for the continuing operations and maintenance of any gift-funded facility/area.
 - 2.2.3. Naming of rooms, areas, and buildings are for a set term clearly outlined in writing and negotiated between the board and the donor.

3. The Board has the authority to accept or reject any proposal, gift, or donation pursuant to this policy.