

**BERKELEY PUBLIC LIBRARY
POLICIES**

ORIGINAL DATE: 01/11/2012
BOLT Resolution #: R15-096
REVISED DATE: 05/07/2015
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SUBJECT: Library Facilities Naming Policy

1. It has been the practice of the Board of Library Trustees (BOLT) for the Berkeley Public Library, and shall henceforth be the formal policy of the Board, to name libraries according to their geographic location in the City and/or to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This policy enables patrons to easily ascertain the general location of a Library facility. When there are compelling reasons to add the name of a person to the geographic name of a specific branch library, it shall be the policy of the Berkeley Public Library not to recommend the naming of any library facility for any living person, or for any person deceased less than five years. This permits BOLT to evaluate the lifetime contributions and accomplishments of a proposed honoree.
2. BOLT shall recommend a change to the name of a specific branch library only when:
 - a. There is a strong consensus among library users and residents of the surrounding neighborhood to change the name of the library facility in question; and
 - b. A proposed honoree reflects the spirit of the Berkeley Public Library's mission of free and equal access to information for all.
3. This policy includes the naming of rooms or other areas or features within branch libraries.


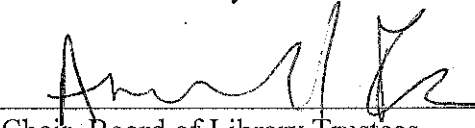
**PROCEDURES FOR EVALUATING PROPOSALS TO CHANGE THE NAME OF A
LIBRARY FACILITY**

Procedures for naming or renaming a library facility or space therein are covered in The Berkeley City Council Rules of Procedure and Order. BOLT is the designated lead commission: overseeing, evaluating, and ultimately advising the Council on any naming or renaming application of a public facility, in this case library operated facilities. The City policy further states that the lead commission shall receive and coordinate comment and input from other commissions and the public as appropriate. The procedure for hearing requests is set by the City of Berkeley, City Council Policy. Following completion of the process, BOLT shall forward to Council its recommendation for final consideration.

In Addition,

1. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition will be asked to provide thorough and rigorous written research demonstrating that the proposed honoree meets the criteria set forth in this Policy.
2. The Board Chair shall schedule one or more meetings in the branch library for which the name is proposed and/or elsewhere in the neighborhood served by such facility, for the purpose of obtaining direct testimony from members of the public living in the neighborhood of the facility.

3. Upon proper notice, after giving proponents of the name change and the public an opportunity to be heard and after obtaining direct neighborhood testimony, BOLT shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to change the name of a library facility. The affirmative vote by a majority of the members of BOLT shall be required to recommend the change of a name of a library facility.
4. BOLT shall, either at the time it votes to recommend a name change, or in a subsequent meeting, designate the method of display of the new name or addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site.
5. A Naming Design Committee to be formed and comprised of two Trustees and two Library staff and three community members to consider name and signage design.

Reviewed by:		<u>5/14/15</u>
	Director of Library Services	Date
Approved by:		<u>5-14-15</u>
	Chair, Board of Library Trustees	Date