



Facility Naming Policy

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Purpose

This policy outlines the naming protocol for Burlington Public Library's (BPL or the Library) facilities, rooms, spaces, and features.

Scope

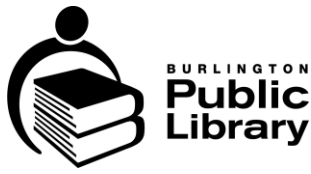
This policy applies to the naming of all BPL branches, rooms, spaces, and features within those facilities. It includes naming that results from a sponsorship agreement or is in recognition of a donation.

Definitions

Consent: written agreement for one's name to be used in association with a Library facility or feature.

Naming agreement: a formal, written agreement outlining how, where, under what terms, and for how long a name (person, group, organization, or business) will be assigned to a facility, room, space, or feature.

Renaming: The bestowal of a new name upon a previously named library facility, room, space, or feature.



Statement of Policy

The Burlington Public Library Board (the Board) has the authority to assign names to all facilities under its control including owned or leased buildings and the associated rooms, spaces, and features within those facilities. This includes naming newly constructed facilities and renovated or repurposed spaces.

Policy Details

When deciding on naming for a facility, space, or feature, the Board will consider:

- how long the name will be used for.
- whether the name is descriptive, clear, and appropriate for the purpose of the space or feature.
- costs associated with naming or re-naming such as signage, printing of promotional material, updating records, and building community recognition.

BPL branches are named based on geographic location to provide an easy reference point for the neighbouring community.

Commemorative Naming

Names may be assigned to recognize or commemorate a person, group, family, organization, corporation, or foundation that has made a significant contribution to the City, the Library, or society by:

- improving the community's quality of life and well-being through philanthropy, public service, or distinguished achievements.
- supporting the historical or cultural preservation of the City or Library.
- assisting with the purchase, improvement, or transfer of land or buildings for the Library.

The Board will consider the distinction, reputation, and integrity of the individual or group whose name may be used and their relationship to the Library. Naming in recognition and appreciation of a donation or sponsorship should suitably reflect the impact of the donation or sponsorship.

Library staff will obtain consent from an individual, family, organization, or business to use their name before the Board may consider the name. In the case of a deceased individual, staff will obtain consent from their closest living relative (next of kin).



Duration of Naming

The Board has the authority to repurpose all facilities and spaces to address strategic and service priorities. When an area previously named for recognition has been repurposed or renovated its name may be changed. Reasonable effort will be made to notify the donor or family when a new name is being assigned.

The Library will review the names of facilities, rooms, spaces, and features that fall under the direction of this policy every five years. The Board reserves the right to revoke a name or rename at any time, including within the duration of a naming agreement if the circumstances surrounding the agreement change significantly.

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- Projected Review Date: 2028
- Amended Dates: November 27, 2025
- Associated Documents
 - [BPL Donation, Sponsorship, and Fundraising Policy](#)