

## **Atlanta-Fulton Public Library System Naming Policy**

The Atlanta-Fulton Public Library System recognizes that naming a facility is a decision of immense importance. Naming of facilities is undertaken with an appreciation for that significance.

Library buildings should to be named after the geographic area in which they are located. The geographical name may be combined with that of an individual, family, business or charitable organization whom the Board of Trustees has chosen to honor for making a very significant contribution to the Atlanta-Fulton Public Library System or community. In these instances, the geographical name should come first.

The geographical name should give those residing in the surrounding communities and service area of the library a clear indication of the general area where the library is located.

Collections, programs, services, interior and exterior spaces or other defined areas within library buildings may be named in honor of those who have made a significant gift or given extraordinary service to the Library.

The Library Director will appoint a committee to consider each naming request. The committee will be made up of representatives of the community served by the library, including local residents, library staff and, where there is a Friends group, Friends members. The Director will bring the committee's recommendation to the Library Board of Trustees. For naming of library buildings and portions thereof, the Library Board will then make a recommendation to the Fulton County Board of Commissioners, who will have final approval in those instances.

This Policy supersedes any and all previous Library policies governing naming of facilities.

Approved by the Board of Trustees

May 23, 2012