The Waukegan Public Library Board of Trustees shall consider recognition of those who have given gifts or service to the Library, or those whose accomplishments or generosity advance the mission of the Library, further the capacity of the Library to meet its goal to serve the library community, and/or enhance the reputation of the Library.

The Board of Trustees shall also evaluate proposals for naming and name recognition for those persons or corporations that have had a positive impact on the Library through philanthropic contributions or through exceptional achievement in service or through their work.

Gifts with naming opportunities that are made to the Waukegan Public Library Foundation as the 501(c)(3) arm of the organization will be recommended to the Board of Trustees for final approval.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

There are four classes which may be named.

**Class I. Portable Items**
Examples are art prints, artifacts, furniture, and equipment. Recognition is provided in an appropriate manner and donations are approved by the Executive Director.

**Class II. Tribute Markers**
Examples are plaques or other markers in association with trees, benches, sculpture, and other such items shall be approved by the Board of Trustees.

**Class III. Inside Spaces**
Examples are reading rooms, classrooms, boardrooms, galleries, lounges. Naming and signage shall be approved by the Board of Trustees. Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and library documents shall include the name of the individual, family, or corporation.

**Class IV. Outdoor Spaces**
Examples are buildings, courtyards, gardens, etc. Naming and signage shall be approved by the Board of Trustees. Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and library documents shall include the name of the individual, family, or corporation.
As determined at the sole discretion of the board of trustees, the naming or name recognition of any of the four classes shall end under the following circumstances:

- An item in any of the four classes is to be demolished.
- An item in any of the four classes changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
- If the individual or corporation is engaged in activities that are in conflict with the library’s mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to Waukegan Public Library.

During their tenure, members of the staff, the Board of Trustees, the Waukegan Public Library Foundation Board, and elected officials are not eligible for a naming under Classes III and IV.

**Policies that are required by statute are automatically amended to reflect any changes in said statute.**

Website of the Waukegan Public Library
Revised and maintained by:

Richard Lee, Executive Director

Send comments to richardlee@waukeganpl.info