

SUBJECT Naming of Ontario City Library Facilities, Rooms or Collections.	Number: Property & Equipment, PE-001
	Effective Date: [Date]
	Policy Owner(s): Helen McAlary, Executive Director, Community Life and Culture
	Approved by: [Approver name, Title]

1. PURPOSE

The name given to a library facility, room or collection is important, as that name will come to symbolize the facility and the City of Ontario. Due to the high-profile nature of public facilities such as libraries, diligence and discretion must be exercised in their naming. Because of this, selecting a name should receive great consideration. Significant review and a high standard of care must be applied in the use of a name of an individual, organization, or business.

In addition, the city periodically receives requests to name or rename public facilities.

This policy establishes a fair, objective, and consistent procedure for formally naming or re-naming Ontario City Library facilities, rooms, or collections.

2. SCOPE

The scope is the naming of Ontario City Library facilities, rooms, or collections.

3. POLICY

3.1. Naming or Renaming Existing Library Facilities, Rooms, or Collections

- 3.1.1. A request to name or rename a library facility, room, or collection may be initiated by one (1) or more city resident(s), business owner(s), property owner(s) or city staff. The requesting party will use the Commemorative Dedication and Names Application ("Application") which shall be submitted to the Library Director.
- 3.1.2. The Application shall identify the library facility, room, or collection, state the reason(s) for the proposed name change, and specify the proposed name(s). The Application must include at least three letters of support from community members, articles, documents, and other evidence demonstrating community support.
- 3.1.3. The Library Director and Executive Director of Community Life and Culture shall review the Application and determine whether it is consistent with the policy. If consistent, the Application will be included in the agenda packet for a Library Board of Trustees meeting within 60 days of receipt of the Application. Prior notice will be given to the Library Board that the item will be on an upcoming agenda. The Library Director or designee will present a report and the Application to the Library Board of Trustees. Prior notice will be given to allow community members an opportunity to speak during public comment at the Library

Board of Trustees meeting.

3.1.4. Applications that are denied, determined to be incomplete, are submitted without the items of support as listed in section 3.1.2, or are otherwise inconsistent with this policy will be returned to the applicant. Applicants will receive a written explanation for the return within 60 days of receipt of the Application. The applicant may resubmit the Application at any time with new or additional information to correct the identified insufficiencies.

3.1.5. The Library Board of Trustees shall review the submitted Application and report and shall vote on a recommendation to the City Council. The Library Board of Trustees may recommend that City Council approve, modify, or deny the Application together with the reasons therefor.

3.2. Review by City Council

3.2.1. The Application, agenda report, and Library Board of Trustees' recommendation will be presented to the City Manager's Office.

3.2.2. The City Manager or designee will present the Application to City Council in the form of a City Council agenda report. Community members in support of the Application may be asked to speak during public comment at the City Council meeting.

3.2.3. All decisions with respect to the naming or renaming of library facilities, rooms, or collections will be at the discretion of the City Council, which shall determine whether a library facility, room, or collection shall be named or renamed.

3.3. Naming Criteria for All Library Facilities, Rooms, or Collections

3.3.1. Priorities to be considered in naming library facilities, rooms, or collections shall be as follows:

- a. Historic Names. Names of historic events, groups or organizations that had a positive and significant local, regional, or national impact. Special consideration can be given to events, groups or organizations celebrating Ontario's history/heritage.
- b. Places and Feature Names. The following criteria will be used in evaluating the use of places or feature names:
 - i. Recognizable area or neighborhood, e.g. Ontario Ranch. Names that aid in locating a library facility, room, or collection are acceptable. If the facility is located on a park or school site, the facility need not share the name of the park or school site.
 - ii. Theme Names. If a facility is located in an area with a specific theme, due consideration may be given to that theme, such as a farming or an old west theme.
 - iii. Natural Features. Natural and geographic features, such as creeks and terrain.
 - iv. Horticultural features. Horticultural features or characteristics of a certain area such as orange grove or grape vines.

- c. Individuals. The following criteria will be used in evaluating the use of names of persons (whether living or deceased):
- i. Persons who have made positive contributions at the local, regional, or national level of major significance. Such individuals may include:
 1. Deceased persons of significance. Special consideration can be given to former or deceased Ontario residents.
 2. Significant authors, musicians or artists who were born or resided in Ontario at some point in time.
 3. National and/or local heroes.
 - ii. General Criteria. Names of persons, groups or organizations having longstanding affiliation with the city of significant community service, with involvement or contribution beyond the ordinary interest level whose efforts have:
 1. Enhanced the quality of life and well-being of Ontario residents.
 2. Contributed to the preservation of Ontario history or culture.
 3. Made exemplary or meritorious contributions to Ontario or its residents.
 4. Created a significant or exemplary body of literature or art.
 5. Contributed to the acquisition, development, or conveyance of land, buildings, structures, or other amenities to the city or community.
 6. Special consideration can be given to former or current Ontario residents.
 - iii. Living Persons. Facilities, rooms, or collections may be named after living persons only after a thorough study has been completed by city staff relative to the individual's background and qualifications pursuant to the criteria in Section 3.3.1.c.i-ii subsection of this policy.
 - iv. Groups and Organizations. Facilities, rooms, or collections may be named after groups or organizations pursuant to the criteria set forth in Section 3.3.1.c.i of this policy.
 - v. Alignment. The significance and notability of an individual should align with the suggested facility, room, or collection. The contributions to the community or mission of the library should be commensurate with the facility, room, or collection being named.

3.4. General Conditions and Exclusions

- a. Naming that promotes an unhealthy lifestyle, including but not limited to, drugs, alcohol, tobacco use, or gambling, will not be considered.
- b. Naming that promotes any political organization or affiliation will not be considered.

3.5. Termination of Naming Rights

3.5.1. Due to the high-profile nature of public facilities such as libraries, diligence and discretion must be exercised in their naming. Significant review and a high standard of care will be applied in the use of a name of an individual, organization or business. The City of Ontario reserves the right to reject any sponsor requests or naming requests at any time during the approval process.

3.5.2. The City Council may remove a name from a library facility, room, or collection when deemed by the City Council to be in the best interest of the City of Ontario.

3.5.3. The City Council reserves the right to suspend and/or terminate the use of a name in the case of circumstances involving fraud, poor moral character, criminal activity, or other actions which would reflect poorly on the reputation, image, or good-will of the City of Ontario.

3.5.4. Should an organization or group cease to exist, their naming rights may be terminated.