



## Renaming Library Buildings, Spaces, and Programs Policy

*This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries).*

The Buffalo & Erie County Public Library (B&ECPL) may, from time to time, receive requests from the community to rename one of its library buildings after a prominent individual, organization, or company. Requests may also be received for naming of spaces and programs. Spaces may include, but are not limited to auditoriums, meeting rooms, study rooms, walkways, gardens, and reading areas.

### Building Renaming

The B&ECPL does not own any of the buildings from which it provides library services and, therefore, will redirect any such requests to the building owner.

The City of Buffalo owns the buildings housing the following libraries, and is responsible for capital improvements there: Crane Branch Library, Dudley Branch Library, East Clinton Branch Library, Elaine M. Panty Branch Library, Frank E. Merriweather, Jr. Branch Library, Isaías González-Soto Branch Library, and Leroy R. Coles, Jr. Branch Library. The City of Buffalo leases the space which houses the North Park Branch Library.

The County of Erie owns the building which houses the Central Library and is responsible for capital improvements to the building.

For buildings owned by the City of Buffalo: Under Chapter 286 of the laws of the City of Buffalo, requests to rename a City-owned building should be in writing and directed to the Common Council and/or Mayor's office. Written communication is required.

[Enter Name] President  
City of Buffalo Common Council  
65 Niagara Square  
Room 1316  
Buffalo, NY 14202

[Enter Name] Mayor  
City of Buffalo  
65 Niagara Square  
Room 201  
Buffalo, NY 14202

For buildings owned by the County of Erie: Requests to rename a County-owned building should be in writing and directed to the County Executive's Office.

[Enter Name] Erie County Executive  
95 Franklin Street  
Room 1600  
Buffalo, NY 14202

## Naming Spaces and Programs

B&ECPL Board of Trustees has the authority to approve the naming of interior or exterior spaces at the Central Library and the Buffalo Branch Libraries for a local, prominent individual, organization, or company, in consultation with the appropriate government entity relating to the Library's service areas. The B&ECPL Director or designee has the authority to approve the naming of programs.

Unless indicated otherwise, the naming will be for the useful life of the space or program.

The removal of the name of a space is at the discretion of the B&ECPL Board of Trustees and the authority to remove the name of a program lies with the Director or designee.

Requests for the naming of spaces should be in writing and directed to the Chair of the B&ECPL Board of Trustees. Written communication is required.

[Enter Name] Chair of B&ECPL Board of Trustees  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203

Requests for the naming of programs should be in writing and directed to the Director's Office. Written communication is required.

Director's Office  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203

Adopted April 20, 2017 per Resolution 2017-12.  
Amended May 20, 2021 per Resolution 2021-9.  
Reviewed by Policy Committee May 15, 2025 – changes.  
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