



Guidelines and Procedures for Naming Spaces within City of Buffalo Libraries

These processes apply to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries).

SUBMISSION GUIDELINES:

Patron(s) wishing to submit a request to name interior or exterior spaces within a City of Buffalo Library may do so in accordance with the Buffalo & Erie County Public Library's "Renaming Library Buildings, Spaces, and Programs Policy."

Submissions should include:

- The specific Library location and space within that location that the Patron(s) is requesting to name;
- The name of the local prominent individual, organization, or company after which the space would be named;
- The Patron(s) reasoning for requesting the space be named after that individual, organization, or company, such as: a brief biography, notable achievement, community support, etc.; and
- An explanation of why the space chosen in that Library location is best suited to be named for that individual, organization, or company.

SUBMISSION REVIEW PROCEDURES:

- Patron(s) shall submit a written request addressed to the Chair of the Buffalo and Erie County Public Library (BECPL) Board of Trustees for a space to be named for a local prominent individual, organization, or company:

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

- Upon receipt of the request, the Chair of the BECPL Board of Trustees shall inform the full Board of the request at the next regularly scheduled Board Meeting.
- The BECPL Board of Trustees shall make a determination of whether to set a Public Meeting to discuss the request in more detail, including: the date, time, and location of the Public Meeting.
- If the BECPL Board of Trustees elects not to set a Public Meeting, the Chair of the BECPL Board of Trustees or designee shall inform the Patron(s) that made the request in writing of the Board of Trustees' decision.
- If the BECPL Board of Trustees elects to set a Public Meeting, the Chair of the BECPL Board of Trustees or designee in coordination with the Library Director and appropriate staff shall notify the following in writing of the date, time, and location of the Public Meeting:
 - The Patron(s) that submitted the request;
 - The Mayor of the City of Buffalo and the Common Council Representative of that Library location for buildings owned by the City of Buffalo or the County Executive and the Legislative Representative of the Central Library; and
 - The patrons and community surrounding the Library location where the space is located via a public post at the Library with the request and Public Meeting information for at least two (2) weeks prior to the meeting.
- At the Public Meeting, the requesting Patron(s) shall be provided up to ten (10) minutes to present their request and additional time as needed to answer any questions from the Board of Trustees. Members of the public will also be provided time to speak for up to three (3) minutes following the requesting Patron(s) presentation.
- After the conclusion of the Public Meeting and upon due consideration, the BECPL Board of Trustees shall hold a vote on whether to name the space as requested.
- The Chair of the BECPL Board of Trustees or designee shall inform the Patron(s) that made the request in writing of the Board of Trustees' decision.