

# San Francisco Public Library Commission Policy Manual

## Gift Recognition Policy

Policy #602

### **Section: Facilities**

**Adopted: March 21, 2002**

**Revised: July 20, 2006**

Whereas, on November 7, 2000, the people of San Francisco approved Proposition A, a \$105.8 million bond measure, to fund the acquisition, construction and renovation of neighborhood branch libraries and other library facilities; and

Whereas, Proposition A bond funds by law cannot be used to purchase furniture, fixtures, equipment, and materials needed for the new and renovated neighborhood branch libraries; and

Whereas, the Friends of the San Francisco Public Library, through its Neighborhood Library Campaign, is committed to raising \$16 million to purchase the needed furniture, fixtures, equipment, and materials not provided for in the passage of Proposition A (2000); and

Whereas, the San Francisco Public Library Commission wishes to recognize the generosity of the Friends and its donors by offering suitable and appropriate opportunities for recognition at branch libraries; and

Whereas, the Friends have developed uniform gifting guidelines and standards for the format, design and location of donor recognition plaques for designated categories of gifts suited to the building architecture at historic and contemporary branches in a document entitled "SFPL Branch Library Donor Recognition Standards 7-2006" ("Standards"), a copy of which is on file with the Secretary of the San Francisco Public Library Commission, and incorporated herein;

NOW THEREFORE BE IT RESOLVED that any and all neighborhood branch libraries of the San Francisco Public Library may display such plaques or other forms of donor recognition as the City Librarian shall deem appropriate to honor the Friends and contributors to the Friends Neighborhood Library Campaign; and

MAY IT BE FURTHER RESOLVED that the City Librarian may approve any and all plaques that conform to the Standards provided that the San Francisco Public Library Commission reserves the right, in consultation with the Friends, to approve the permanent location of all donor recognition plaques as part of its ultimate oversight authority over each neighborhood branch library construction or renovation project; and

MAY IT BE FURTHER RESOLVED that any such plaques or other forms of donor recognition to honor the Friends and contributors to the Friends Neighborhood Library Campaign approved and installed as provided herein shall be displayed for the useful life of the furnishings, equipment or facility, or thirty (30) years, whichever shall first occur. After the thirty year period has ended, the San Francisco Public Library Commission may rename any furnishings, equipment or facility and remove any Neighborhood Library Campaign donor recognition plaques, provided that the Library maintains a suitable permanent record of the prior honorees; and

MAY IT BE FURTHER RESOLVED that the San Francisco Public Library Commission reserves the right to resite or remove any Neighborhood Library Campaign donor recognition plaques or other forms of donor recognition if it becomes a hazard or liability or if a pledge or other terms of the underlying donation are not fulfilled.