



DURHAM COUNTY LIBRARY

Durham County Library Public Facility Naming Application

POLICY OF DURHAM COUNTY LIBRARY

Before submitting, please review the Library Naming Policy.

Name of proposed honoree(s): _____

Proposed library facility and location to be named: _____

If the proposed honoree(s) is a **living individual** please attach:

- a) Current resume (may include items b-d below).
- b) List of volunteer and/or service activities, including dates of involvement and offices held.
- c) List of professional accomplishments.
- d) List of honors and/or awards, both volunteer and professional, including dates awarded.
- e) Information regarding any significant donations, gifts, financial support or contributions made by the individual to the Durham County Library
- f) Additional documents that support the proposal (optional)

If the proposed honoree(s) is a **deceased individual**, please attach:

- a) Source-identified, dated copy of obituary.
- b) List of volunteer and/or service activities, including dates of involvement and offices held.
- c) List of professional accomplishments.
- d) List of honors and/or awards, both volunteer and professional, including dates awarded.
- e) Information regarding any significant donations, gifts, financial support or contributions made by the individual to the Durham County Library
- f) Additional documents that support the proposal (optional)

If the proposed honoree(s) is an **organization**, please attach:

- a) A copy of the charter for the organization, including mission statement
- b) A copy of the minutes of the meeting or authentic copy of the proclamation made that substantiates the organizations's desire to seek a Library facility naming opportunity
- c) List of service to community, both volunteer and monetary, including dates of involvement and results
- d) Authentic copies of recognitions awarded by national organization of which the local organization is an affiliate
- e) List of other honors/awards earned by organization
- f) Narrative as to why the organization should be honored with the naming of a library facility
- g) Information regarding any significant donation, gifts, financial support or contributions made by the organization to the library

Narrative describing why the individual should be honored with the naming of a Library facility:

Attach additional pages if more space is required.

Please note: honoree will be subject to a background check.

Applicant signature: _____ Date: _____

Applicant information:

Name: _____

Organization: _____

Address: _____

City: _____ State: _____

Telephone: _____

E-mail: _____

Please submit this application and all attachments to:

**Development Officer
Durham County Library
300 N. Roxboro St.
Durham, NC 27701**

OFFICE USE ONLY

Date Received: _____ By: _____

Notes: