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: