

Naming Policy



Policy No:	PD/70	Record No:	57612
Version:	1.1	Last Amendment:	31 August 2021
Policy owner/sponsor:	State Librarian		
Branch contact:	Office of the State Librarian, Senior Advisor		
Approved by:	Library Council of NSW		
Date approved:	20 August 2018		
Next review:	August 2023		

Background

As a matter of history, the State Library of NSW (Library) has named various buildings, parts of buildings and collections after individuals who have made significant contributions of money, private collections or given substantial service to the Library.

For the purpose of consistency and clarity of approach, it is appropriate for the Library to formulate and publish a policy which it will, in the future, follow when it is approached by philanthropists who wish to make a significant contribution to the Library.

Authorising Authority

The only body which is authorized to give approval for the naming of any asset, or part of any asset, whether temporarily, for a limited period, or in perpetuity, is the Library Council of New South Wales (Council).

The Council is the only body which can give approval to the conferral of a name or alteration of the name of a Library asset including the removal of a name which is associated with an asset.

The Council is the only body authorised to change this policy whether by repeal, alteration or revocation of the terms of it, or else by authorising an exception to it.

Library Assets available for naming

The Council will consider the attachment of a name to any of the following assets, providing that a name is not presently attached to the asset:

- Any new building constructed after 1 July 2018;
- Any part of an existing building which does not have a name attached to it, or any part of a new building;

- Any new collection acquired, whether by purchase, donation or otherwise, after 1 July 2018;
- Any existing collection or part of any existing collection;
- Any facility which is a part of, or else under the exclusive control of the Library.

The Council may, in exceptional circumstances, consider the renaming of any existing named asset, providing that any renaming does not breach any existing commitment of the Library. The Council may also consider the attachment of a name to a particular identified or designated position, or role of a person on the staff of the Library including any scholarship or fellowship for an identified purpose.

Naming

The Council may, in its absolute discretion, approve the attachment of a name to an asset or position in accordance with these principles:

- The name will assist to advance the objects of the Council as fixed by legislation;
- The name will assist in the advancement of the standing and reputation of the Library as a pre-eminent cultural institution in NSW;
- The name will recognize and celebrate a significant contribution to the Library;
- The name will complement, and not be inconsistent with or derogate from, any existing named asset; and
- The name will not lead to, or result in, whether by perception, publicity or otherwise, any adverse effect on the operations of the Council or the Library.
- The naming is consistent with the Strategic Plan of the Library.

The Council may attach any condition which it wishes to any grant of approval for the naming of an asset or position, including designation of a fixed time for the use of a name, the manner in which the name will be used by the Library or may be able to be used by any other organisation, the precise terms of the name to be used, and the circumstances in which the use of the name may be unilaterally revoked by the Council.

The Council may, in its absolute discretion, approve the use of a name which is that of, or associated with an individual, family, trust or other philanthropic fund, corporation or commercial organisation and any other cultural fund or organisation.

Agreement

The Council may, and ordinarily will, after giving its approval for the naming of any asset or position, enter into a written agreement with respect to the terms and conditions upon which the use of the name will be permitted.

Policy Review

This policy is current, and will be first reviewed by, or at the direction of, the Council after twelve months of operation, and then, every two years.

Document history and version control

Version	Date approved	Approved by	Brief description
1.0	20 August 2018	Library Council of NSW	New Policy
1.1	31 August 2021	Library Council of NSW	Revised with minor edits