



CITY OF ONTARIO

Commemorative Dedication and Names

Library Facility, Room or Collection

Information on Application Process (Please keep this sheet for your records)

- A request to name or rename a library facility, room, or collection may be initiated by one (1) or more city resident(s), business owner(s), property owner(s) or city staff. The requesting party will use the Commemorative Dedication and Names Application (“Application”), attached to this page, which shall be submitted to the Library Director.
- The Application shall identify the library facility, room, or collection, state the reason(s) for the proposed name change, and specify the proposed name(s).
- The Application must include at least three letters of support from community members, articles, documents, and other evidence demonstrating community support.
- The Library Director and Executive Director of Community Life and Culture shall review the Application and determine whether it is consistent with the policy. If consistent, the Application will be included in the agenda packet for a Library Board of Trustees meeting within 60 days of receipt of the Application. Prior notice will be given to allow community members an opportunity to speak during public comment at the Library Board of Trustees meeting.
- Applications that are denied or determined to be incomplete or are otherwise inconsistent with this policy will be returned to the applicant. Applicants will receive a written explanation for the return within 60 days of receipt of the Application. The applicant may resubmit the Application at any time with new or additional information to correct the application.
- The Library Board of Trustees shall review the submitted Application and report and shall vote on a recommendation to the City Council. The Library Board of Trustees may recommend that the City Council approve, modify, or deny the Application.
- The Application, agenda report, and Library Board of Trustees’ recommendation will then be presented to the City Manager’s Office to present to City Council in the form of a City Council agenda report. Community members in support of the Application may be asked to speak during public comment at the City Council meeting.
- All final decisions with respect to the naming or renaming of library facilities, rooms, or collections will be at the discretion of the City Council, which shall determine whether a library facility, room, or collection shall be named or renamed.



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Please note that information provided on this form is subject to public disclosure.

DATE: _____

NAME OF APPLICANT: _____

E-mail Address: _____

Home Address: _____

Home Telephone: _____

Please answer the following, *using additional sheets if necessary and attach supporting documentation to this application.*

Facility, Room or Collection to be named:

Current name:

Proposed name:

Please provide reason why the City should take this action:

Signature of Applicant

Date

The application must include at least three letters of support from community members as well as articles, documents and other evidence demonstrating community support.

WHEN COMPLETED, Submit to: Ontario City Library 215 E. C Street, Ontario, CA