

## **Donor Recognition Guidelines Policies & Procedures**

The Library Director keeps a record of all donor recognition in the *Goodnow Donor Recognition Record*. Its purpose is to create an historic record of donor recognition, and to serve as a guide for future decisions by the Trustees regarding naming recognition opportunities.

### **Furniture**

No plaques are to be placed on furniture. Exceptions may be made for plaques on outdoor furniture at the discretion of the library trustees.

### **Funding for Plaques**

Donations under \$15,000 do not qualify for plaques

Donations between \$15,000 and \$49,999 qualify for 8-inch by 8-inch plaques

Donations over \$50,000 qualify for 10-inch by 10-inch plaques

The size of a plaque recognizing multiple donors, whose total donation is at or more than one of the above amounts, will be determined by the trustees based on past practices, i.e. see plaque in lobby acknowledging donors to *Build for the Future*. Plaques that represent multiple donors still will require a minimum donation from each donor. That minimum donation will be determined by the library trustees based on past practices.

### **Format of Plaques**

The format, based on the style of existing library plaques, is as follows:

Material: brass

Text: (room or area to be named) made possible by a generous contribution from (Donor Name)

Typeface: Times New Roman

Type size: corresponds with past practices

Other: lines at top and bottom of plaque to set off type