

# Denver Public Library

## Due Diligence Procedure

*This procedure follows directives set forth in the [Denver Public Library Recognition Policy](#) and is conducted under the authority granted to the City Librarian by the Denver Public Library Commission. The City Librarian or assigned designees partner with the Denver Public Library Friends Foundation to accomplish the procedures related to recognition.*

All naming recognition requires a due diligence review process to confirm appropriate alignment between the naming entity and Denver Public Library. The due diligence review will explore the nominee's alignment with the mission and values of the Library.

In the case of naming in response to philanthropic giving, the first effort at due diligence will be performed by the Foundation, prior to gift solicitation when possible. The City Librarian has the option to conduct additional research. The City Librarian will initiate due diligence review for all honorary namings and may establish a Naming Committee.

- Donors may be nominated for naming opportunities by the Foundation. The Foundation provides reasonable due diligence about the Donor prior to this nomination. The City Librarian may request additional research from the Foundation or others.
- Other individuals may be nominated for honorary naming (named recognition not directly associated with philanthropic giving) by members of the community. The due diligence review, approval and record-keeping practices are similar to those for donors, but are managed by a team designated by the City Librarian.

### **Naming Committee Members**

The Naming Committee may be made up of Library Commissioners, Library staff members and community members who can provide expert opinions and diverse perspectives on whether named recognition will align with the Library's current mission and values.

- Members will be appointed by the City Librarian
- Members will use this document to guide decision making
- The Naming Committee may invite comments from interested parties to inform the review and nomination process.

### **Due Diligence Research**

The Naming Committee and the Foundation are responsible for being transparent about their process of research, review and due diligence. Due diligence shall include :

- A review of any possible conflict of interest affecting the Library or Foundation
- Assessment of the reputation and integrity of the nominee or donor / honoree (in the case of an already named asset)
- A reasonable search for financial, legal, or reputational concerns
- Evaluation of the impact of a relationship with this individual, their family, or their organization on future philanthropy

- Any other factors that could negatively reflect on the Library or Foundation

**Due Diligence Record Keeping**

- The due diligence process should be conducted with confidentiality and the data obtained should be treated as confidential and only shared with decision makers and the donor, as appropriate.
- Due diligence review documents will be maintained by the Library or Foundation
- The City Librarian will share due diligence findings with the Executive Committee of the Library Commission, if the nomination is moved forward.
- Only documentation of the Library Commission's decision regarding the Naming Recognition will be publicly available.