

North Baltimore Public Library
Memorial/Honor Book

Date:

Card Sent__

Paid for__

In Memory or Honor of (Please Circle):

From:

Phone Number:

Amount you wish to donate_____

Do you have a subject preference or would you like the library staff to make a choice?

Author/Title of Book:

Call Number and List Price

Memorial Card sent to:

Bill (Include phone Number):

*Any book that does not circulate for 10 years may be removed from our collection to make room for new books. Items lost or damaged maybe replaced based on circulation needs. Thank you for supporting your local Library.

NORTH BALTIMORE PUBLIC LIBRARY

Memorial Book Policy

The North Baltimore Public Library maintains an active memorial book program, in which the public may place a book in memory of a deceased friend or relative in the library's collection. There are three ways in which this can be done; in any of the three ways, we reserve the right to decide whether a particular book is appropriate for our collection. Once entered as a memorial we will maintain the book as a permanent part of the collection unless the item is lost, damaged beyond repair or has not circulated in over 10 years.

A memorial book will have a bookplate inside the front cover, indicating the person memorialized and also the donor or donors. In addition, a card will be sent to the family of the person memorialized, indicating the same information.

A memorial book may be entered in one of the following ways:

1. You may choose a book that is presently on hand in the library. This may be a new and unprocessed book or one that has already been processed and placed on the shelves. The cost of this book will be the actual cost to the library of the volume.
2. You may ask the library staff to select a book of particular subject or type, leaving the actual selection to the library staff. In this case, you may choose the amount. We will choose a book that is approximately the requested amount.
3. You may present us with a book to add to the collection. If the Librarian feels that this book is appropriate to our collection, and if it does not duplicate a book already in the collection, we will gladly make this a memorial book.

New memorial books are shelved in a special area. Their donors and those memorialized are recorded in a memorial book ledger. If you have any questions regarding our memorial book program, our staff will be happy to advise you.

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