

## 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 two ways in which this can be done; 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 the following ways:

1. You may choose a book that is presently on hand in the library. This may be a new or 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

The minimum amount to place a memorial or honor book is \$25.00. Memorial books can no longer be purchased and brought into the library.

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