

**MARSHALLTOWN PUBLIC LIBRARY
MEMORIAL AND HONOR BOOK POLICY**

*Revised 2-17-05
Reviewed 12-2007*

The Library encourages persons wishing to donate a book or media selection in memory or honor of another person to allow the Library to select and purchase the memorial. The Library both knows what could best benefit its collection and is able to purchase materials at a substantial discount over retail. Whether the memorial item is actually selected and purchased by the Library or by the patron, all materials added to the Library's collection must conform to the Library's collection development standards as detailed in the **COLLECTION DEVELOPMENT** policy.

The Selection Librarian in charge of memorial and honor materials will attempt to select items that are both needed by the Library and reflective of the interests or tastes of the person being remembered. An effort will be made to choose a title that will remain timely and vital for as long as possible to prolong the eventual necessity of weeding a memorial item. If a check or cash is given to the Library in advance of the specific titles selected, the Selection Librarian will attempt to match the purchase cost as closely as possible to the amount given for the memorial.

Memorial materials are subject to the same collection development standards and to the same circulation procedures as routinely purchased library materials. Memorial books and media will be weeded or replaced in the same manner as other library materials, as directed under the Library's guidelines for weeding. Memorial plates will be removed from all discarded materials. The Library's MEMORIAL BOOK stands as a permanent record of materials added to the collection in memory of a community or family member.

Donors, honorees, and next of kin of those memorialized will be notified promptly concerning the titles purchased. If honorees or next of kin are local residents, the library reserves the memorial or honor titles for their use before the items are added to the library's regular collection.