

Town of Gainesville Public Library, Silver Springs, New York

## **MEMORIAL POLICY**

Responsibility for use of memorial gifts to the Town of Gainesville Public Library rests with the Library Director and the Library Board of Trustees.

In a timely manner, acknowledgement of the gift shall be sent to the donor and to a family member of the person in whose memory or honor the gift is given.

Memorial books are selected by the Library Director, the donor may make suggestions either by title or topic. Other purchases from Memorial Fund monies shall be determined by discussion with the Library Director and Board of Trustees.

Memorial bookplates shall be placed in each book.

When a Memorial Book fits the Library's policy for withdrawal, it will be removed from the circulation in accordance with procedures established by the Library Director.

Adopted by the Board of Trustees: *11-28-22*