

4.20 Memorials

Media materials or money may be donated to the library as memorials. An acknowledgement will be sent to the donor and to the person for whom the memorial was given. Both families will be notified of the availability of the item. If they wish to examine it, it will be reserved. Media will be marked with a memorial plate as deemed appropriate by the Library Director.

Before any materials that have been donated as a memorial are discarded, the Staff will attempt to contact a relative of the memorialized person.