Books and other library materials make fitting and lasting memorials and honorariums. Such gifts intended for memorials/honorariums will be selected for the designated Branch Library as a significant contribution to the basic collection of that library. The Book Selection Committee, which will consist of the professional librarians, must approve selections of memorials/honorariums.

If material is given as a memorial/honorarium, rather than the money to purchase, the material should conform to the general selection criteria as well as the basic memorial selection criteria and should be in good physical condition, new or like new.

Memorial books are ordered in the same way as other new books. When a patron wishes to give a memorial to a deceased person, ask for the following information:

- Name and address of donor.
- Name of memorialized/honored person as it should appear on the bookplate.
- Name and address of family members to be notified of gift.
- If a material is specified for a memorial, inquire if a particular title or subject area is desired. If not specified, the librarian will select a title needed by the library.

Collect the money for the memorial. If cash is given, write a receipt. Usually, a check is given. If the person asks for a suggested amount, the following might be used as a guide: due to increased book prices, a $20.00 minimum is suggested. $25.00 would be average and $30.00 or up should be a nice book. On average large size books with many illustrations cost $40.00 to $60.00.

Using the above information, fill out the memorial form. The original is filed in the branch librarian's file of memorials to be selected. When the title to be ordered is selected, the librarian writes the title on the form and sends the copy with the request to Technical Services.

When memorial books are received, the bookplates are placed in the book.
Acknowledgment

- Send a card to the person or persons whom the donor requested should be notified. Include name and full address of the donor.
- Send a card to the donor to thank him for the gift.
- Use word "donation" for a gift of money - of course the amount should not be mentioned.
- If donor gives a book or a specific title requested, you might name the title, however, when money is given for a book to be purchased, the gift is acknowledged as gift of "a book".