

GEAUGA COUNTY PUBLIC LIBRARY
OPERATING POLICY MANUAL

SECTION: HONORS AND MEMORIALS BY THE BOARD
SECTION NUMBER: 295
EFFECTIVE DATE: March 12, 1996
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In order to recognize those persons and organizations that have aided, supported and enriched Geauga County Public Library, the Board of Trustees may from time to time award honorary or memorial books into the Library's collections.

Nominations for honors and memorials by the Board are presented by the Director at any Board meeting. Library staff, members of the public and Board members are encouraged to make suggestions to the Director. The individual's (or group's) contribution to the library should be stated in two to three sentences. The Director will review suggestions and may submit name of individuals or organizations and corresponding titles of books. Persons being honored (or family members of those being memorialized) may be contacted before nominations are sent to the Board.

The titles shall be chosen to reflect some interest of the person or organization being honored. All titles for honors and memorials will meet the library's criteria for selection (see Policy 610: Materials Selection Policy).

The nomination(s) are placed on the next regular Board meeting's agenda for approval by a majority of Board members present. Honors and Memorials will be announced by a brief press release to the news media. The books will include a book plate stating that the book has been placed in the Library's collection in honor of the individual or group. A certificate indicating the memorial or honor will be sent to the honoree or the family, if appropriate.

Reviewed January 8, 2014
Reviewed February 6, 2009
Approved March 12, 1996