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**Community Library of the Shenango Valley  
Memorial and Honor Book Request**

In Memory/Honor Of: \_\_\_\_\_  
Circle One

Donor Recognition Name (on book plate): \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Donor phone: \_\_\_\_\_

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Donation Amount \$ \_\_\_\_\_ (The library requires a *minimum* \$25.00 donation – make checks payable to: *Community Library of the Shenango Valley*).

Person/Family to be notified: \_\_\_\_\_

Address: \_\_\_\_\_

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Please indicate your preferred book selection from the following general categories.

**Adult Fiction**

**Adult Non-Fiction**

**Children's/Young Adult**

While we try to honor specific requests, we must purchase items that further enhance the library's collection and meet our collection development policy. While a \$25 donation is required, any remaining funds after the book purchase will be utilized to further the mission of the Community Library of the Shenango Valley. Please note the following:

- An address must be provided so that the person/family can be notified of the request.
- Memorial/Honoree and Donor names will be printed exactly as they are written on this form.
- Selections can take up to a month. Call 724-981-4360 to find out what was selected.
- Book selections may eventually be weeded if the title is damaged or no longer fits the collection.

*The full memorial/honor policy can be found on the back of this form.*

Mail the completed form to:

**Community Library of the Shenango Valley  
11 N. Sharpsville Ave.  
Sharon, PA 16146**

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\*Library use only\*\*

Date Received: \_\_\_\_\_ Thank you card: \_\_\_\_\_ Donor Notified: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Author: \_\_\_\_\_ Author: \_\_\_\_\_

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## **Community Library of the Shenango Valley**

### **Memorial and Honor Book Request**

- Donations may be made “In Honor” or “In Memory” of a person.
- The minimum monetary amount for a book memorial or honor is \$25.
- Each book purchased will have a bookplate placed in the front cover denoting memorial/honor, the name of the honoree, and the name of the donor.
  - Bookplates will be printed exactly as they are written on the memorial form.
- Patrons may make suggestions for titles and genres to be purchased; however, the final determination is made by library staff based on existing titles in the collection, popular demand, and the needs of the collection.
  - The library does not purchase books already held in the collection.
  - Patrons may not make in-kind book donations in memory or in honor of someone.
- Book selections may be weeded and removed from the collection at any time due if the title is damaged or no longer fits the needs of the collection.
  - The library is not required to notify donors when a title is removed from the collection.
- Any questions regarding memorials are to be directed to the Financial Officer or Director.

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**Community Library of the Shenango Valley**  
**Memorial and Honor Book Request**  
**Internal Procedures**

- Patron fills out the memorial form (found at the circulation desk) and makes a donation.
- Memorial donations can be accepted via check, cash, or credit card.
  - This payment is not entered into the money sheet and payment is not placed in the cash drawer.
- The completed form and payment is given to Stephanie.
  - If Stephanie is not here, it is to be placed in her mailbox.
- Stephanie processes the payment, then provides the form to Morgan.
  - The money is deposited into the PNC account that is used to purchase books.
- Morgan matches the donation request with recent or upcoming book purchases.
- The chosen book is purchased and cataloged, with a bookplate being placed in the front cover.
  - Memorial/honoree names are listed in the 900 field when cataloged, allowing patrons to search for this name on the OPAC.
- Stephanie sends the donor a thank you card and a card to notify family members of the honoree as noted on the memorial form.