

# Policies

## MEMORIAL BOOKS

**Approved: 6/9/1982; Reviewed and revised 6/21/06, 10/20/10, 12/16/2015; reviewed 9/16/2020; reviewed 10/19/2022; revised and reviewed 08/21/2024.**

**Review Date: 2029.**

In conjunction with our materials selection policy:

1. It is recommended that memorial books be selected from suggested titles considered appropriate for our collections.
2. While special orders are permitted, patrons will be advised that delays of up to six months are possible, and that if an order cannot be filled, substitutes for requested title(s) will be selected.
3. Memorial books will be treated as other library books and be subject to the deselection process. Memorial books will be maintained in the collection for at least seven (7) years except when the subject matter of the title is outdated, or the title is no longer available to purchase when a replacement copy is necessary.

T. B. Scott Free Library/Merrill, Wisconsin

Related Policies: Collection Development Policy, Donations Policy