

## **Town of Grimshaw Municipal Library Board Policy**

**Subject: Library Services: Memorial Donations**

**Policy: 5/D 2004**

Date Approved: April 19, 2012

Reviewed & Approved: March 15, 2019

1. Monies received shall be deposited into general revenue and dispersed in accordance with library policies.
2. A card shall be sent to the family to acknowledge donors name, address and amount of total donations. Thank you card with a receipt will be sent to the donors upon receipt.
3. Non-cash memorial donations: any person wanting to purchase specific materials for the library in memorial will consult with the Library Manager, in advance of purchase, to determine what materials would be accepted.
4. The board cannot guarantee that memorial items will remain on display or in use in perpetuity.