

BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 126

TITLE: Memorial Donation Wall Policy

DATE ISSUED: November 2025

STATEMENT OF PURPOSE

The purpose of this policy is to establish clear guidelines for the recognition wall of memorial donations on a permanent wall display at Bethel Park Public Library. The wall serves as a lasting posthumous tribute to individuals whose legacies are honored through charitable gifts that support the mission of the Library. This policy covers the criteria for eligibility, the recognition process, donor rights, and the long-term maintenance of the memorial display. Memorials in the form of gift books are covered under Policy #101.

STATEMENT OF POLICY

1. Recognition criteria and levels

Memorial donations for an individual will be totaled to determine the corresponding leaf level of recognition. Each individual will be represented by a single leaf, reflecting the total donations made in their name.

- a. Bronze Level - \$100 - \$499
 - i. Recognition: The honoree's name will be engraved on a bronze leaf of the display.
- b. Silver Level - \$500 - \$999
 - i. Recognition: The honoree's name will be engraved on a silver leaf of the display.
- c. Gold Level - \$1,000 and above
 - i. Recognition: The honoree's name will be engraved on a gold leaf of the display.

2. Recognition wording

The Library will follow consistent design standards for all inscriptions to ensure uniformity.

- a. All honoree names will be presented in the format: "In Memory of (First and Last Name).
- b. The Library reserves the right to approve all wording to ensure it aligns with its mission and values.
- c. The exact size, placement, and typeface of the inscription will be determined by the Library.

3. Process and donor communication

- a. Donation Form: All donation forms (online and print) will include a field for donors to indicate a memorial gift and the name of the honoree (Appendix A).

- b. Acknowledging donors: The Library will send a thank-you letter or postcard to each donor who contributes a memorial gift. The letter will inform the donor that their gift honors the memory of the named individual.
- c. Notifying the family: A designated family contact will be notified of a memorial donation and given the name of the donor. Gift amounts will not be disclosed to the family.
- d. Verification and approval: Before the inscription is engraved, a designated family member or representative of the donor will be contacted to approve the spelling of the honoree's name.

4. Wall administration

- a. Oversight: The Library Director, or his/her designee, will be responsible for overseeing the policy and managing the memorial wall.
- b. Production and installation: Inscriptions will be produced and installed quarterly to allow memorial gifts to accumulate and ensure efficiency.
- c. Maintenance: The Library is responsible for the cleaning, upkeep, and repair of the memorial wall. The cost of maintenance will be covered by the Library's operating budget.
- d. Duration of recognition: Recognition will be displayed for the useful life of the wall or until the Library determines a different policy is needed.

5. Policy changes and gift limitations

- a. Right to refuse: The Library reserves the right to refuse any gift that it determines is not in the best interest of its mission and values.
- b. Policy review: This policy is subject to review by the Library Board of Trustees at any time. All donor agreements are based on the policy in effect at the time of the donation.

APPENDIX A



Memorial Wall Form

Complete the form below and send this form along with your donation.

We will send an acknowledgment to thank you.

Make checks payable to Bethel Park Public Library and mail them to:

Memorial Wall Program
Bethel Park Public Library
5100 W. Library Avenue
Bethel Park, PA 15102

Donor Name _____ Date _____

Address _____

All Honoree names will be presented in the format In Memory of (First and Last Name)

Honoree Name _____

Bronze Level : \$100 - \$499

Silver Level: \$500 - \$ 999

Gold Level: \$1,000 and above

Please Notify:

Name _____

Address _____

Verification and Approval: Before the inscription is engraved, a designated family member or representative of the donor will be contacted to approve spelling of the honoree's name