

## **BELGRADE COMMUNITY LIBRARY**

**106 N BROADWAY  
BELGRADE, MT 59714  
388-4346**

**[www.belgradelibrary.org](http://www.belgradelibrary.org)**

### **MEMORIAL DONATION POLICY**

The library welcomes monetary donations that are designated as memorial donations. A Memorial Donation Form is required to be filled out and submitted to the Library Director to ensure that funds are properly allocated and acknowledged.

The donor may request that materials be purchased for specific collection areas/genres or other library needs (i.e. furniture, landscape, building improvements, technology, etc.).

Donations not designated may go to other items that benefit the Library. Please consult with the Library Director for current needs.

For donations of \$20 or more, a memorial marker may be placed in purchased materials upon request. We immediately acknowledge all monetary donations by postcard, to both the donor and the honoree or designate. After an item is purchased, a letter is sent to both the honoree and the donor informing them of the title of the book purchased with the donation.

Please be aware that materials purchased by the library, including those purchased as memorials, have a physical lifetime that may require withdrawal or replacement at a future time.