

Policy and Procedure

Birthday Books: Honoring Birthday Celebrants with the Purchase of a Book

Approved March 18, 2009

Withdrawn by Library Board of Trustees vote on May 17, 2011

Purpose:

To offer the opportunity for library patrons to purchase a book in honor of a loved one's birthday.

Guidelines:

Once each quarter of the year, there will be a display in the library of adult and children's books—recent acquisitions—that can be purchased in honor of a birthday. Once a patron has selected a book, a bookplate will be provided so that the purchaser or honoree can print his/her name on it as a permanent record of the gift. A note will also be entered in the online catalog, so gifts are searchable in the future. Children's books will be sold at one pre-determined price; adult books will be sold at another.

Steps:

1. **Technical Services** staff, in consultation with **Youth Services staff** on children's books, will set aside catalogued books during the month that are appropriate for display during the next "birthday week."
2. **Technical Services**, in consultation with the Director, will determine the standard "gift" price for adult and children's books. These prices will be reviewed periodically.
3. **The Publicity Coordinator** will take charge of newspaper articles, especially before the launch of the first month.
4. **The Publicity Coordinator** will design bookplates for the program and ensure that an adequate supply is on hand.
5. **Readers' Services staff** will set up the display of books at the beginning of the first week of each month, in an area agreed upon by the Dept. Heads. This may vary according to the priority of the program during a given month or season. For the first few months, the display will be in central entrance area.
6. **Readers' Services staff** and the **Publicity Coordinator** will design signs and supply balloons for the display as appropriate.
7. **Readers' Services staff** (with assistance from **Technical Services**) will restock the adult books as needed during the display week; **Youth Services staff** (with assistance from **Technical Services**) will restock the children's books as needed during the display week.

Purchase:

1. A patron wishing to purchase a display book will bring the book to the Circulation Desk.

2. **Readers' Services staff** will accept payment for the book and enter it into the cash register as a Birthday Book sale (new category on the register). [When bank deposits are made, we will be able to track how many sales we have made.]
3. **Readers' Services staff** will provide the purchaser with a bookplate which can be filled out and applied on the spot, or brought back to the library at a later date if the purchaser wishes the honoree to fill out the plate.
4. Once a purchase is made, if the book is not checked out to the purchaser, it can either be shelved or returned to the display with a sign indicating, "I'm honoring Suzy's birthday in (month)!" **Readers' Services staff** will ensure that there is always an adequate number of books available for purchase in the display.
5. **Readers' Services staff** will fill out the form at purchase (see below) and leave it in the **Technical Services Dept.** Head mailbox.
6. **Technical Services staff** will make the online catalog entry.

Dismantling:

Readers' Services staff will shelve the adult books at the end of the display week;
Youth Services staff will shelve the children's books at the end of the display week.

Book Title	
Author	
In Honor of (Name)	
Purchased by (Name)	
\$ _____	_____
Amount Paid	Date