

Patterson Library Plaque Policy

Over the years, Patterson Library has been approached to place plaques in the building as memorials or tributes. The Plaque Policy allows a consistent treatment of such requests.

Recognizing the library has limited space for such plaques without destroying the architectural integrity and aesthetics of the building, it is necessary to limit the number and size of plaques and the duration of their placement in a particular location.

The Library may honor an individual, family or group with a plaque when a substantial donation is made to the library and/or a significantly lasting contribution of time and service has been made to the library. The Patterson Library Board of Trustees will review and approve all requests for plaques.

The Library Director shall order all plaques from a vendor of their choice to maintain uniformity and consistency of appearance. Wording on the plaque must be kept to a minimum but plaque sizes may vary slightly according to lettering requirements. Accuracy shall be confirmed with the donor.

The Library Director will recommend the location of plaques in the Library to the Board of Trustees for approval.

Adopted by the Patterson Library Board of Trustees July 13, 2002; Amended January 28, 2016;
May 11, 2023