

A16. BUY A BRICK

POLICY:

To raise funds for special projects, the Park Ridge Public Library sells engraved bricks for installation in the Reading Garden in front of the Library.

RULES:

1. Bricks will be available in three sizes:
 - a. 4" x 7" \$75
 - b. 7" x 8" \$150
 - c. 8" x 13" \$250

Bricks may be engraved with names, date and/or any of the following messages: "_____grade class, _____ School", "Best Wishes", "Book Lover", "Class of (year)", "Congratulations (to our)", "In Appreciation", "In Gratitude," "Love", "Reader", "Thank You", "With love", "In Honor of (our)", "In Memory of (our)", "In Loving Memory of (our)", "Happy Birthday", "Happy Anniversary," "In Recognition of (our)", "The Family of," and "The (insert family name) Family. Bricks may also include titles for family members (such as mother, father, grandmother) or official military designations (such as U.S. Army, USAF, USMC).

2. Other wording may be approved by the Library Director.
3. Company names, dates, and/or logos are permitted. Logos may be added for an additional charge of \$50 on 8" x 13" bricks.
4. The Library Director will review all applications for engraved bricks. The Library Director may notify the Board of Trustees of any message that does not comply with this policy. The Board of Trustees will make the final decision regarding whether a message complies with this policy. Any message that does not comply with this policy will be rejected by the Board of Trustees and any money accepted by the Library will be returned to the applicant.
5. Payments for bricks will be processed through the Library's Business Office.
6. Bricks may be installed in other areas of the property around the Library at the discretion of the Library Director.
7. At the written request of the donor, bricks may be removed from the Library property. No funds will be returned. The disposal of any such bricks is at the sole discretion of the Library Director.
8. The Library cannot guarantee an installed brick will remain in perpetuity. Removal and disposition of an installed brick is at the sole discretion of the Board of Trustees.

Revised January 21, 2025
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