Veteran Name Display Policy

Draft for Library Board review | Memorial Library of Nazareth & Vicinity

The Memorial Library of Nazareth and Vicinity accepts community nominations for the names of veterans to be honored on its outdoor digital board. This policy explains who may be nominated, how the library reviews submissions, what submitters can expect, and how the monthly display rotation works.

1. Purpose and scope

The outdoor digital board provides a public opportunity to recognize veterans connected to the library community. This policy governs name submissions and their placement in the library's veteran recognition rotation.

2. Who may be nominated

A nominee must have served in a branch of the United States Armed Forces, including the Army, Navy, Marine Corps, Air Force, Space Force, or Coast Guard. Nominations should identify a meaningful connection to this community, such as residence, school, family, or community service. The Library Director may consider other strong local connections. Military personnel who were dishonarably discharged from the United States Armed Forces do not qualify. Military personnel who were honorably discharged from the United States Armed Forces do qualify.

The library may display names of living or deceased veterans. A living nominee's name may be submitted only with that person's permission. The library may ask for clarification when the service or local connection is unclear.

3. Submission and review

A complete submission includes the nominee's name as it should appear, branch of service if known, the submitter's contact information, the nominee's local connection, and at least one source or a description of how service can be verified. Dates of birth, Social Security numbers, addresses, medical information, and full unredacted service records are not requested and should not be submitted.

Library staff will review each submission for completeness and make a reasonable effort to confirm the identity and military service using reliable sources. Staff may consult the Veterans of Foreign Wars (VFW) Post 4366, American Legion Post 415, or another knowledgeable veterans' organization, with the submitter's permission to share only the information needed for review. These organizations provide helpful community expertise; the library retains the final decision about display.

The library may contact the submitter for clarification or supporting information. If the information cannot be confirmed, the nomination may be held pending further information or declined. The library will not publish unverified submissions.

4. Display schedule and notice

The library plans to introduce approved names on the first day of each month. Approved names will remain on rotation for the entire duration of the month. A name may take up to eight weeks to review and approve. The library will contact the submitter when the review is complete and let them know whether the nominee is scheduled for a monthly rotation. Approval does not guarantee a particular date. The timing and frequency of the display may depend on the number of approved submissions, space, technical limits, and the library's display schedule.

The display will generally include the veteran's name and, if verified, branch of service. No paid placement or priority is offered. The library may pause or remove a display to correct an error, address a concern, or meet operational needs.

The library may display names multiple times throughout the year, depending on the number of requests that are received. Names that are submitted and verified will be kept on record and may be displayed periodically in the future. The library will not accept requests to repeat a name unless approved by the Library Director and/or the Library Board.

5. Privacy and records

The library will use submitter contact information to administer the nomination and provide status updates. It will share submission details with a verification partner only as needed for review. Staff will not retain unnecessary copies of sensitive records.

6. Questions, corrections, and reconsideration

A submitter or family member may not request that a name be removed after the verification process is complete and the name is on display. A submitter may request a correction. The library will review credible concerns and may temporarily pause a display while checking a possible error. A declined or nomination under review may be resubmitted with additional reliable information.

7. Administration

The Library Director and Library Board share responsibility for administering this policy. The Director maintains the nomination log, coordinates verification, schedules approved names and communicates decisions. A submitter may appeal a denial by sending a written request to the Library Board, care of the Library Director, within 30 days of receiving the denial. Appeals may be sent using the email or mailing address listed on the nomination form. The appeal should explain why the decision should be reconsidered and include any supporting information. The Director will forward the appeal and relevant records to the Board for review. The Board's decision is final. The Library Board may revise the process as needed.

Verification practice

The verification of names will be conducted in this order when available:

(1) official government records or public listings, including the VA Veterans Legacy Memorial or Nationwide Gravesite Locator for eligible burial records

(2) a discharge/separation document or other military record shown voluntarily by the veteran or next of kin, with sensitive numbers and unrelated details covered

(3) a credible obituary, cemetery record, local historical record, or contemporaneous service documentation

(4) review by a VFW, American Legion, or other knowledgeable veterans' organization.

The library will record the source and reviewer in the library's internal log.
This internal log is not for public distribution. Note: A search result alone may not prove every detail, and a missing online record does not by itself establish that someone did not serve.

The National Archives limits public access to many recent military personnel files; files generally become open to the public 62 years after separation, and access to earlier files may be restricted. The library will not request a DD Form 214 from a third party as a routine requirement. If a family chooses to provide documentation, the library will ask them to redact Social Security numbers and other unnecessary sensitive information. For difficult cases, the library will refer the person submitting the nomination to the National Archives rather than attempting to obtain restricted records on their behalf.

Official verification resources

- VA Nationwide Gravesite Locator: https://www.cem.va.gov/nationwide-gravesite-locator/
- VA Veterans Legacy Memorial: https://www.vlm.cem.va.gov/
- National Archives, Request Military Service Records: https://www.archives.gov/veterans/military-service-records
- National Archives, Access to Official Military Personnel Files for the General Public: https://www.archives.gov/personnel-records-center/ompf-access-public
- National Archives, DD Form 214 information: https://www.archives.gov/personnel-records-center/dd-214

Memorial Library
OF NAZARETH & VICINITY

Veteran Name Submission Form

Outdoor digital board | Memorial Library of Nazareth & Vicinity

Please complete one form for each veteran. Submit this form to the library's circulation desk or through the library's designated electronic submission method (veterans@nazarethlibrary.org). The library will contact you when the review is complete. Review may take up to one month.

Submitter information

Your name: _____

Phone: _____

Email: _____

Preferred way to be contacted: ☐ **Phone** ☐ **Email**

_____

Veteran information

Name exactly as you would like it displayed:

_____

Other name used (if applicable):

_____

Branch of service (if known):

_____

Service era or years (if known; optional):

_____

Describe the local connection to the library, our community, and if the nominee resided in one of the following: Nazareth, Upper Nazareth, Lower Nazareth, or Bushkill Township. Please note nominees are not required to have held residence in Nazareth or the surrounding areas.

_____

_____

_____

_____

____

Is the veteran living or deceased? ☐ **Living** ☐ **Deceased** ☐ **Prefer not to say**

_____

If living, have you received the veteran's permission to submit their name?

☐ **Yes** ☐ **Not applicable**

Optional Photo Submission:
I would like to submit a photo of the service member for inclusion in the library's historical archives. Submitted photos will be retained for archival and historical purposes only and will not be displayed on the digital sign. Please send photos to: veterans@nazarethlibrary.org

Verification information
List what you can. **Please do not provide Social Security numbers, medical information, or an unredacted DD Form 214 or other sensitive records.**

Source(s) or record(s) that may help verify service (website, obituary, cemetery, document, etc.):

_____

_____

_____

Would you like the library to ask VFW Post 4366, American Legion Post 415, or another veterans' organization to help review this submission? ☐ Yes ☐ No

_____

If yes, preferred organization (optional):

_____

Additional information for Library Staff (optional):

_____

_____

Acknowledgment
I believe the information in this submission is accurate. I understand that the library will review the nomination, may contact me for clarification, and may share limited information with a veterans' organization for verification if I have agreed above. I understand that approval and timing depend on verification and the library's monthly display schedule. If approved, the veteran's name and limited verified service information may appear publicly on the library's outdoor digital board.

Submitter signature: _____

Date: _____

For Library use: Date received: _____

Review completed: _____

☐ Approved ☐ Pending information ☐ Declined

Verification source and reviewer (internal):

_____

_____

Scheduled rotation month:

_____

Submitter notified on: _____