

## Berne Witness Obituary Policy

The Berne Witness will publish obituaries (based on definitions following) that are handled by any funeral home in our immediate circulation area (Adams County and the outlying areas) and include arrangements for any person who currently resides in the immediate circulation area, was born in Adams County, or was a former resident or employee within the immediate circulation area. The Berne Witness accommodates families that wish to share their information for those not meeting its “local” criteria.

A **basic local** obituary will include: name, age, community of record, date of death, place of death, date and place of birth, parents’ names, date and place of marriage, name of spouse (and date of death when applicable), names of immediate survivors (parents, spouse, children, siblings [and spouses where applicable] and their community, names of immediate deceased family (parents, spouse, children, siblings), date and time of service, date and time of calling, place of burial, and funeral home in charge of arrangements. Pictures are not included with basic obituaries.

A **detailed** obituary will include all of the basic obituary details as well as any additional information the family wishes to share that does not meet the basic criteria, including occupations, memberships, memorial designations, and a picture. Obituaries for those not meeting the “local” definitions described above fall into the detailed category.

Please note on obituaries whether the intent is for a free obit, otherwise charges will be assessed.

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**Charges are \$65 for a detailed obituary with photograph.**

**Photos may be added to a basic obituary for \$15.**

The Berne Witness makes every effort to publish error-free obituaries, but in the case of an editorial mistake the newspaper will publish the obituary in its entire form one additional time free-of-charge. In the event additional information, provided by the family or the funeral home, is applied to an obituary that has already been published, or a correction needs to be made that is not a direct result of an editorial mistake on the part of the Berne Witness, a \$30 additional charge will be assessed for republication of the obituary.

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All obituaries placed in the Berne Witness will also be added to the newspaper’s website. The full detailed obituary will appear on the website with photo (when applicable). The name, age, community of record, date of death, place of death, date and time of service, date and time of calling, place of burial and the funeral home in charge of arrangements will be posted for basic obituaries.

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### DEADLINES

Due to the nature of our publication schedule (Monday, Wednesday, Friday) and the timeliness of obituary information the Berne Witness will make every effort to publish every obituary received prior to 7:00 a.m. on publication dates. An arrangements brief may be printed immediately when time does not permit for a full obituary, and the full obituary will be published in the following edition. Obituaries, or notices of arrangements received after 7:00 a.m. on publication dates may not appear in that day’s edition.

Policy effective January 2, 2012