



## DONATION INFORMATION SHEET

Date: \_\_\_\_\_

\_\_\_\_\_ New Book(s) \_\_\_\_\_ Money for new book(s)

\_\_\_\_\_ Used book(s) No. Hardcover(s): \_\_\_\_\_ No. Paperback(s): \_\_\_\_\_

\_\_\_\_\_ Other- Describe item(s): \_\_\_\_\_

Donation made by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Needs bookplate: \_\_\_\_\_ Yes \_\_\_\_\_ No

Donated in (Memory, Honor) of: \_\_\_\_\_  
(Please Print Legibly)

Confirmation Letter to be sent to: \_\_\_\_\_ Donor

\_\_\_\_\_ Family of deceased (see below)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Title and Author of book(s) needing bookplate/letter

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: All materials are accepted on the condition that library may use them or dispose of them as it feels advisable. No items will be accepted which are not outright gifts, and all materials are subject to the library's selection policy.

Signature of donor \_\_\_\_\_

Book ordered \_\_\_\_\_

Sent donation form to the office \_\_\_\_\_

Confirmation letter sent \_\_\_\_\_

Payment received by the office \_\_\_\_\_

Book received \_\_\_\_\_

Book plate inserted \_\_\_\_\_

Filed \_\_\_\_\_