



**Clark County Public Library**  
 201 South Fountain Avenue  
 Springfield, OH 45506

# Gift and Donation Record

## MEMORIAL/HONOR BOOK PROGRAM

Please take a moment to fill out the following form so that we may have a record of your donation on file, and also so we may send an appropriate acknowledgement.

We appreciate your donation to the Clark County Public Library!

**Branch** - \_\_\_\_\_ **Date** - \_\_\_\_\_

**Amount of Gift** - \$ \_\_\_\_\_ **Type of Material Selected**  
 Book\_\_ Books on Tape\_\_  
 Video\_\_ CD\_\_ Other\_\_

**Category**  
 Fiction\_\_ Non-Fiction\_\_  
 Children's\_\_ Other\_\_ **Topic Selection** - \_\_\_\_\_

**Is this an Amazon Wish List item?** Yes\_\_ No\_\_

**Item(s) Selected - Title/Author/Price** - \_\_\_\_\_

**Name of Donor** - \_\_\_\_\_

**Donor's Address** - \_\_\_\_\_

**Telephone** - \_\_\_\_\_

**In Recognition/Memory (please circle one) of (Bookplate)** - \_\_\_\_\_

**Send Recognition/Memorial Letter to** - \_\_\_\_\_

**When item is added to collection notify** - \_\_\_\_\_

Date Ordered \_\_\_\_\_ IND \_\_\_\_\_  
 Date Received \_\_\_\_\_ ORG \_\_\_\_\_  
 Order Taken by \_\_\_\_\_

<b>For Public Relations Use</b>	
Acknowledgement/TY Sent	_____
Bookplate	_____
Recognition/Memorial Letter Sent	_____
Record and File	_____
<small>UPDATED 11/24/09 AP/PR</small>	

**Other Comments/Instructions** - \_\_\_\_\_