



## Collection Gift Form

Thank you for selecting a gift to the Defiance Public Library System as a means of honoring or remembering a loved one. To proceed, we need some information. Please complete this form and return to Defiance Public Library, Sherwood Branch Library, or Johnson Memorial Library:

Name of person giving gift (donor): \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Date of Donation \_\_\_\_\_

Kind of gift (check one): Memorial \_\_\_\_ Anniversary \_\_\_\_ Birthday \_\_\_\_ Birth of a child \_\_\_\_

Other, please specify \_\_\_\_\_

Name of person(s) being remembered or honored as it should appear on the bookplate:

\_\_\_\_\_

Name of the donor(s) as you wish it to appear on bookplate (optional):

\_\_\_\_\_

Name and address of person to notify of the gift:

\_\_\_\_\_

\_\_\_\_\_

Amount of gift: \_\_\_\_\_ (Please make checks payable to Defiance Public Library)

Type of material you would like the library to purchase (check one):

Book (Children's \_\_\_\_ or Adult \_\_\_\_)

Audiovisual \_\_\_\_

Other, please specify \_\_\_\_\_

Suggested subjects or titles: \_\_\_\_\_

*To be completed by DPLS staff*

**Ordering Information:**

Ordered Date: \_\_\_\_\_ Cost: \_\_\_\_\_ (not disc)

Paid \_\_\_\_ or Invoice \_\_\_\_ Thank-you sent \_\_\_\_

If you do not have a preference, our Library Department Heads will select an appropriate item. A bookplate will be affixed to the item indicating the person being honored and the donor. A letter will be sent to the donor, as well as the recipient, indicating a gift has been given in their name. In the case of a deceased person who is being remembered, the letter will be sent to a family member when the name and address is noted.

Cc: Fiscal Office, Memorial Book Recorder