

Williams County Public Library: Gift/Donation Form*

Please complete this form and return it to your local William County Public Library. Feel free to attach pages if necessary.

- ☐ **Birthday:** Honor someone's special day with the purchase or donation of a new book. Please indicate how you would like the gift plate to read:

Donated to the Library by: (name and relationship) (ex: Grandma Jane Doe)

In honor of _____

Birthday on _____

- ☐ **Honor of:** Give funds toward the purchase of materials, or donate new materials in the name of someone you wish to honor. Please indicate how you would like the gift plate to read:

In Honor of _____

Given by _____

- ☐ **In Memory of:** Give funds toward the purchase of materials, or donate new materials in the name of a loved one or friend who has passed away. Please indicate how you would like the gift plate to read:

In Memory of _____

Given by _____

Name/Address of person(s) **giving** gift:

Name/Address of person(s) to be **notified** of gift:

Staff member _____ Location _____ Date _____

*Please see the library's policies for Memorial Donations, Monetary Funds Donations, and Materials Donation

- ☐ **Donated gift:** Donate an item or funds to the library. Please indicate how you would like the gift plate to read:

Donated to the Library by:

Gift Information:

- ☐ I am donating the following: *(Please attach additional pages for more items)*

☐ BOOK ☐ DVD ☐ VHS TAPE ☐ AUDIOBOOK ☐ AUDIO CD

☐ Other _____

Title: _____

Author: _____

Monetary gift: \$_____ ☐ Amount attached ☐ Please bill me

- ☐ Use my gift for the purchase of an item in the following subject area:

- ☐ Use my gift for the following project, program, and or, department:

- ☐ Use my gift for any purpose

Additional Notes or Instructions