

Donor Requests for Materials in Honor, Recognition or Memorial

Donor Information:

Name: _____

Address: _____

Phone: _____

Book Plate Text: (please indicate how you would like the book plate to read: (ie., *In memory of* -----; *Donated by*; *In honor of* _____, *donated by* _____; or *just Donated By* _____)

Acknowledgment Recipient:

Name: _____ Phone: _____

Address: _____

Please indicate specific titles or subject(s) you would like to donate to the collection:

Would you like a hold placed on this item so you or others can see the item when it is ready to go on the shelves? _____yes _____no

If yes, please indicate name of person(s) to be contacted and their library card bar code number(s).

For Library Staff

Check or Money Order for \$ _____ Received by _____ Date _____

All paperwork and payment given to Technical Services by _____ Date _____
(please include any ordering information for materials requested)