



## Clark County Public Library

201 South Fountain Avenue  
Springfield, Ohio 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 \_\_\_\_\_

#### For Public Relations Use

Acknowledgement/TY Sent \_\_\_\_\_

Bookplate \_\_\_\_\_

Recognition/Memorial Letter Sent \_\_\_\_\_

Record and File \_\_\_\_\_

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