

BOOKS/MOVIES/AUDIO MEMORIAL & GIFT DONATIONS

A gift to the Library is one that will be enjoyed by the community for years to come. Dedicating a book or other materials is a unique way to commemorate special events or honor the memory of loved ones.

For each monetary donation, the Library will select a book (or other library material) for dedication from one of the subject areas suggested by you or the family of the individual you are honoring.

You will receive an acknowledgement from the Library as will the person you honored or, if a memorial, the family of the person remembered.

A bookplate announcing your gift is inserted on every item donated.

In order to complete the Commemorative Donation form, you will need:

- The name of the person you wish to honor or remember.
- The name and address of the person who will receive an announcement of your gift.
- The subject area or type of material from which the staff should select a title, and
- Your monetary donation.

In some instances, families who ask for memorials in honor of a loved one have already contacted the library and have specified a collection, subject, or use to which they would like memorials directed. We try to abide by their request.

If you have any questions regarding a Commemorative Donation, please contact the Library Director at 708-442-6366, ext. 100 or janicefoley@riversidelibrary.org.

Donations are subject to the Library's *Donation's Policy* which is available online at www.riversidelibrary.org click the Donations/Memorials link.

Thank you.



BOOKS/MOVIES/AUDIO MEMORIAL & GIFT DONATIONS FORM

Date: _____

DONOR INFORMATION (tell us about you)

Name: _____

Organization (if pertinent): _____

Address: _____

City, State, Zip: _____

Phone (including area code): _____

Email Address: _____

Donation amount: \$ _____ Cash/Check/Credit

GIFT NOTIFICATION INFORMATION (who should we notify about this gift)

Name: _____

Address: _____

City, State, Zip: _____

Phone (including area code): _____

Email Address: _____

DEDICATION INFORMATION (tell us about the person your honoring/remembering)

___ In Memory of OR ___ In Honor of

Name: _____

Occasion for Honoree: _____

MATERIAL TO BE DEDICATED

Type of material: _____

Subject(s) of interest: _____

Donation to be part of Group Donation: _____

Donation may be used for Library's greatest need: _____

— Make checks payable to **Riverside Public Library**. Return form to the Library Director or mail to: Riverside Public Library, 1 Burling Road, Riverside, IL 60546. Online giving option is available at www.riversidelibrary.org through PayPal.

STAFF USE ONLY

Titles purchased: _____

Date: _____ Donor/Acknowledgment sent: _____ Staff: _____