



GIFTS

NAME OF GROUP OR MEMORIAL

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ AMOUNT OF GIFT \_\_\_\_\_

1. Is there a specific item you would like us to acquire? \_\_\_\_\_
  - a. If so, please list the items(s), giving author, title, and as much additional information as possible. Attach a separate list if you need to or a catalog if you have one.
  
2. Is there a particular subject, age level or type (i.e., reference books, videos, etc.) of material you would like us to acquire?
  - a. If so, please describe it.
  
3. Do you want the library to acquire the item, or do you want to acquire it and give it to the library? \_\_\_\_\_
  
4. Do you want us to put a bookplate in the book? \_\_\_\_\_
  - a. If so, please give us the EXACT wording for the plate.
  
5. Do you want to see a list of items acquired? \_\_\_\_\_

Date received \_\_\_\_\_ Staff initials \_\_\_\_\_ Acknowledgement sent \_\_\_\_\_