## SPRINGFIELD TOWNSHIP LIBRARY

## MONETARY DONATIONS TO THE LIBRARY

Please fill out the form below when a monetary donation is made to the Springfield Township Library. Donations may be used as a memorial, a celebratory gesture, or as a donation in support of the library. Minimum donations for materials are \$50.00 for adult materials and \$25.00 for youth materials. Donors should consult the Internal Revenue Service as to the deductibility of their donation.

Materials to which donations may be applied are those types currently housed in

the library's collections. These include, but are not restricted to, books, magazine subscriptions, videocassettes/DVDs, books-on-tape, CDs, and computer programs/games. Donors may not stipulate specific titles of materials. They may stipulate specific subjects or areas of interest to which their donation is to be applied. . NAME OF DONOR(S)\_\_\_\_\_ ADDRESS OF DONOR\_\_\_\_\_ AMOUNT DONATED\_\_\_\_\_ MATERIAL STIPULATION (if any)\_\_\_\_\_ SUBJECT STIPULATION (if any) MEMORIAL DONATION CELEBRATORY GESTURE NAME OF HONOREE(S)\_\_\_\_\_ (As you want it to be written on bookplate) ACKNOWLEDGEMENT (if needed)\_\_\_\_\_ ADDRESS\_\_\_\_ LIBRARY USE ONLY Please indicate by date each step completed. Form Filled Out\_\_\_\_\_\_ Donation Received\_\_\_\_\_ Form and Donation TO Administration Type of material \_\_\_\_\_ Title, Author, Call #\_\_\_\_ Giftplate Typed & Placed \_\_\_\_\_ Date Placed in Circ\_\_\_\_ Form returned to Administration

Letter of Acknowledgement Sent