

Gift and Donation Form

Thank you for your generosity!

Date: _____

Staff Initials: _____

Type of gift: Material. *Describe:* _____

Monetary

If monetary:

Amount of gift: _____ Cash Check

Is this gift in honor or memory of? _____

Name and address of person(s) or family member to whom we may send an acknowledgement of your gift: _____

Money to be used for:

Book purchase (\$25 minimum gift). Specify subject area: _____

Other. Please specify: _____

Name of person(s) giving gift/donation: _____

Address: _____

Phone: _____

-----cut here-----give top section to Lisa-----

Gift Receipt

Thank you for your generosity!

Date: _____

Staff Initials: _____

Name: _____

Address: _____

Type of gift: Material. *Describe:* _____

Monetary

If monetary: Amount of gift: _____ Cash Check

The library cannot assign a monetary value to items given. All donations are accepted with the understanding that they become the property of SPLD. Upon evaluation, they may be added to circulating inventory, sold, or disposed of at the director's discretion. Proceeds from the sale are used to purchase library materials and support library programs and services. We are unable to accept donations of encyclopedias, text books, magazines, cassettes, VHS tapes or items in poor condition.

Seymour Library

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315.252.2571