

Gift or Memorial Books

The Emma S. Clark Memorial Library welcomes memorial or honorary donations of books. To donate a book, please complete the form below and return it to the Adult Reference Desk.

Please provide the following information (asterisks denote required information; all other information is optional but will help to personalize your gift):

1. *Name of individual donor or designated individual handling gift for a group _____
Address _____
Telephone and/or email address _____
2. *Name of individual or group being honored or remembered _____
3. *The purpose of the gift:
 - In memory of [name of individual] _____
OR
 - In honor of [name of individual or group] _____
OR
 - In celebration of [event] _____
4. *Price range _____
5. Subject area or genre (e.g., boating, gardening, twentieth century art, detective novels, etc.) that you feel is most appropriate for this particular gift:

6. *Specify whether you want the library to make the final selection or whether you would like to choose one from a list of recommended titles:

7. If you would like anyone beside the donor be notified of the gift, please list name(s) and address(es) below:

You will be contacted when a subject specialist has identified several appropriate titles from which you can choose (or the final selection that has been made if you chose that option). When you've selected a title, contact Carolyn Emerson (carolyn@emmaclark.org or 941-4080 ext. 125) with your choice, confirm the acknowledgment information, and submit a check, for the donation amount, made out to *Emma S. Clark Memorial Library*.

~ ACKNOWLEDGEMENT ~

- The Library places a bookplate inside the front cover acknowledging the gift.
- The library sends a letter of acknowledgement thanking the donor, individual, or group.
- Donors may also provide the names of family members or others who should receive notification of the gift.