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1 Burling Rd  
Riverside IL  
60546-2259  
P 708.442.6366  
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## **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 and honor the memory of loved ones.

For each monetary donation, the Library will select a book (or other 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 honored or the family of the person remembered, if a memorial.

A bookplate dedication will be inserted in 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](mailto:janicefoley@riversidelibrary.org).

Donations are subject to the Library's *Donations Policy* which is available online at [www.riversidelibrary.org](http://www.riversidelibrary.org); click the *Board & Policies* link under the *About* section.

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 we should notify about this gift)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_

Email Address: \_\_\_\_\_

### DEDICATION INFORMATION (tell us about the person you are 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](http://www.riversidelibrary.org) through PayPal.

### STAFF USE ONLY

Titles purchased: \_\_\_\_\_

Date: \_\_\_\_\_ Donor/Acknowledgment sent: \_\_\_\_\_ Staff: \_\_\_\_\_