

Will Rogers Library

DONATION / MEMORIAL BOOK REQUEST

DATE _____

Request Placed: _____ In Person _____ By Phone _____ By Mail

Donor Information:

Name _____

Address _____

City/State _____ Zip Code _____

Telephone _____ Email _____

May we share this information (name, address, phone, email) with the Family/Individual if requested? _____ Yes _____ No

Memorial For: *(Please check spelling!)*

Family Member of Deceased to be Notified, if any (**You must provide complete information for notification*):

Name _____

Address _____

City/State _____ Zip Code _____

Telephone _____ Email _____

Donation Amount: _____

**If paying by check, please make check out to Will Rogers Library and deliver or mail to Will Rogers Library, 1515 North Florence Avenue, Claremore OK 74017.*

_____ **Contributions below \$40.00 will be placed in the memorial book fund.** These funds are used to strengthen the core areas of the collection. A letter of acknowledgement will be sent to the family indicating a donation to the library was made in the individual's name.

_____ **Contributions of \$40 or more may purchase a memorial book if desired.** A letter of acknowledgement will be sent to the family, and a book plate noting the name of the remembered/honored person and the donor may be placed in the front of the book. **Please specify a general area for purchase (circle one):**

Fiction Nonfiction Young Adult Children Audio Movies No Preference

**Please note: We cannot accept pre-purchased items as memorials, nor can we guarantee purchase of works by a specific title or author. Choosing a general area helps us to select items that will be both a remembrance of the individual and of value to the library collection. Just as all memorial donations are subject to the guidelines of the Collection Development Policy, they are also subject to de-selection. While every effort will be made to retain these items within the current guidelines set forth, there should be no expectation that any item is to be considered a permanent part of the collection.*

MEMORIAL BOOKS WILL BE SELECTED AND PROCESSED AS SOON AS POSSIBLE, USUALLY WITHIN 2-4 WEEKS.

DONOR SIGNATURE

STAFF MEMBER SIGNATURE