

# Gift to the Library Policy

Written: March 31, 2006  
Board Approved May 9, 2006

## GIFT PROGRAM

I/we would like to contribute \$ \_\_\_\_\_ for a book / audio book / DVD / music CD / periodical subscription to be placed in the library.

As a **memorial** for: \_\_\_\_\_

or **in honor** of: \_\_\_\_\_

on the occasion of a birthday \_\_\_\_\_, wedding anniversary \_\_\_\_\_, graduation \_\_\_\_\_, or other (please specify) \_\_\_\_\_.

The subject matter we prefer for this book is (please specify if you have a preference)

\_\_\_\_\_  
\_\_\_\_\_

The Library will notify the following that this donation has been added to the Library's collection **in memory of** or **honoring** the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship \_\_\_\_\_

Name of person to be notified: \_\_\_\_\_

Address of person to be notified: \_\_\_\_\_

\_\_\_\_\_

### Donor Information

Name of donor: \_\_\_\_\_

Address of donor: \_\_\_\_\_

\_\_\_\_\_

Please make checks payable to the Sycamore Public Library

Please return this form to Toni Versluys, Administrative Assistant

# Gift to the Library Policy

Written: March 31, 2006  
Board Approved May 9, 2006

## GIFT AGREEMENT FORM

Donor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Description of material donated:

---

---

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

---

---

This Gift Agreement transfers legal title of the gift to the Sycamore Public Library.

\_\_\_\_\_ Unrestricted gift                      \_\_\_\_\_ Restrictions (please specify)

---

I have read the gift policy provisions of the Sycamore Public Library and agree that they are acceptable.

Donor signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date \_\_\_\_\_  
Library director signature

---

For restricted gifts only:

\_\_\_\_\_  
President of Library Board signature                      Date \_\_\_\_\_

\_\_\_\_\_  
Secretary of Library Board signature                      Date \_\_\_\_\_

Date of Board Approval \_\_\_\_\_