

Emma S. Clark Memorial Library

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 with your donation check, made out to *Emma S. Clark Memorial Library*, to the Adult Reference Desk or mail it to the library to the attention of **Rallyn Tucker**.

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

1. *Name of individual donor or designated individual handling gift for a group _____
*Address _____
*Telephone AND 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. * Amount of donation _____ Date of donation _____
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 below whether you want the library to select an appropriate book or whether you would like to make the final selection from a list of appropriate titles provided by the library:

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

Please contact Rallyn Tucker (rallyn@emmaclark.org or 631-941-4080) if you have any questions about this process. PLEASE NOTE: you will be contacted once a subject specialist has identified an appropriate title or titles so that you know what will be ordered and added to our collection.

~ ACKNOWLEDGEMENT ~

- The library will place a bookplate inside the front cover acknowledging the gift book.
- The library will send 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.

Emma S. Clark Memorial Library

Gift or Memorial - GENERAL -

The **Emma S. Clark Memorial Library** welcomes memorial gifts or celebratory tributes to the Library's endowment or towards specific projects/programs/or purchases (*for book purchases see form on reverse*).

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

5. *Please select where you would like your gift to be directed:*
 - Toward the following project, collection or program: _____
 - Where most needed
6. Gift amount \$ _____ date of donation _____

~ ACKNOWLEDGEMENT ~

- A letter of acknowledgement will be sent to the donor
- Donors may provide names of family members or others to receive a notification of the gift
- When possible, the Library will provide acknowledgement of the donor and honoree connected with the gift (such as a plaque, or mention in newsletter).