

# Commemorative Donation



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

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 or honor the memory of loved ones.

For each gift of \$25 or more, the Library will select a recently acquired book (or other library 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 you honored or, if a memorial, the family of the person you remembered.

A book plate announcing your gift is inserted in the front of every dedicated book.

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, family who ask for memorials in honor of a loved one have contacted the library and specified a collection or subject area to which they would like memorials directed.

***If you have any questions regarding a Commemorative Donation, please ask a member of the Library staff or contact the Administrative Office at 630/393-1171 x118.***

Donations are subject to the Library's Gifts, Donations & Sponsorships Policy which is available online at [www.warrenville.com/about/policies.htm](http://www.warrenville.com/about/policies.htm).

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A book is a gift you can open again and again.

~ Garrison Keillor

PLEASE PRINT ALL INFORMATION

**DONOR INFORMATION (tell us about you)**

Name \_\_\_\_\_  
Organization (optional) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (including area code) \_\_\_\_\_  
Names of other donors \_\_\_\_\_

**DEDICATION INFORMATION (tell us about the person you are honoring/remembering)**

This information will be included on the book plate

<b>Dedicated in memory of ...</b>	<b>OR</b>	<b>Dedicated in honor of ...</b>
Name _____ _____		Name _____ _____
Dedicated by _____ _____		Occasion _____ _____
<i>(if more than three names, use group name)</i>		Dedicated by _____ _____
		<i>(if more than three names, use group name)</i>

**GIFT ANNOUNCEMENT RECIPIENT INFORMATION (Who should we notify about this gift?)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone (including area code) \_\_\_\_\_  
Names of other donors \_\_\_\_\_

**MATERIAL TO BE DEDICATED**

Type of material \_\_\_\_\_  
Subject(s) of interest \_\_\_\_\_

**Make check payable to Warrenville Public Library District. Return form to Circulation Desk or mail to:  
Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555.  
Online giving option is available at <http://bit.ly/paylibrary> (credit & debit cards accepted).**

STAFF USE ONLY: Date \_\_\_\_\_ Dedication Amt \_\_\_\_\_ Donor Letter Sent \_\_\_\_\_ Acknowledgement Sent \_\_\_\_\_  
Titles purchased \_\_\_\_\_