Southington Library & Museum
Materials Donation Form
(to be filled out by donor)

This donation is: In Honor of_____ In Memory of_____

Honoree ________________________________________________________________

(Please print the honoree’s name as you would like it to appear on the book plate and in the letters.)

Acknowledgement letter will be sent to:

Name....................................................................................................

Street ..................................................................................................

City _____________________________ State __________ Zip __________

Donor ____________________________________________________________

(Please print clearly the name as you would like it to appear on the book plate and in the letters.)

Street ____________________________________________________________________________

City _____________________________ State __________ Zip __________

Email ______________________________________________________________________________

Our staff will select the appropriate items to be added to our collection taking into consideration your suggested areas of interest. Please mark you selections below and include genres and/or subjects of interest:

Adult Fiction _______________ Adult Non-fiction _______________

Children/Tween _______________ Teen/YA _______________

DVDs/CDs ____________________

Please make checks payable to The Southington Library and Museum

For your records: Confirmation of donation to Southington Library & Museum

This is to acknowledge that

donor’s name

______________________________________________________________

donor’s address

has donated $___________ to the Southington Library & Museum

In honor / memory of ________________________________

Staff Member’s Name:_________________________ Date:_________________________