

**MARSHALL PUBLIC LIBRARY
MEMORIAL AND GIFT BOOK DONATIONS**

I/we would like to contribute \$ _____ for a book 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 Marshall Public Library, and return this form to the library circulation desk or the Head Librarian.

(Adopted 10/14/09)

**MARSHALL PUBLIC LIBRARY
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 Marshall Public Library.

_____ Unrestricted gift _____ Restrictions (please specify)

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

Donor signature: _____ Date _____

Accepted for the Library by: _____ Date _____
Library Director

For restricted gifts only:

President of Library Board signature Date _____

Secretary of Library Board signature Date _____

Date of Board Approval _____ (Adopted 10/14/09)