

Policy and Procedure Manual	Section B 7.5
Public Policy Collection Development Policy Memorials & Donations Form	Issued : October 1994 Revised: January 6, 2009 Approving Authority: Administration

MEMORIALS and DONATIONS FORM

The Orland Park Public Library provides opportunities to private citizens and businesses to make contributions to the library's collections in honor or in memory of a loved one.

A) In Memory of _____

B) In Honor of _____

Author(s) _____

Subject _____ Adult Youth

Other _____

Donated by

Name _____

Address _____

Phone _____ Email _____

Thank you note to donor _____

Donation Acknowledged to

Name _____

Address _____

Acknowledgement mailed _____

Ordered by _____ Date _____ Received _____

Published in OPPL Newsletter _____

If not an Orland Park resident, newsletter should be mailed to

_____	_____
_____	_____
_____	_____
_____	_____

For Library Use: Amount _____ Accepted by _____ Notes _____
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