

Lincoln Heritage Public Library

****Memorial/honor items are subject to the same criteria for evaluations and weeding as other library materials. If the item(s) have not circulated within 5-7 years, the Library will make every effort to notify the donor or family of the deceased before placing the item(s) in the book sale.**

Memorial OR Honor Book Form (Please Circle One)

Chrisney OR Dale (Please Circle One)

Today's Date _____ Staff Initials _____

In Memory/Honor of: _____

Acknowledgment card sent to:

Name or Names

Address

Phone # (if possible) Email (if possible)

Donor: _____

Name or Names

Address

Phone # Email

Gift Amount: _____ **Money received date/ invoice received** _____

Subject or title suggestion _____

Name in paper Yes _____ No _____ (If no, the paper will say anonymous)

Would you like to be contacted when this donated item(s) are subject to be weeded from the collection? Yes _____ No _____

FOR OFFICE USE ONLY

Book(s) purchased	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Book(s) Processed _____

Barcode Number(s) _____

Date Acknowledgment card sent: _____ **Staff Initials** _____

Date Article in paper _____