

FRIENDS OF THE ROUND ROCK PUBLIC LIBRARY DONATION FORM

Round Rock Public Library 200 E. Liberty Main Street Round Rock, TX 78664

Please complete each step:

How Should We Use Your Donation?

Books Youth Services Adult Services Other Donated Amount: \$ _____

Please make checks payable to the Friends of the Round Rock Public Library.

Step 1: Donated/Presented by:

Name of Individual or Organization's Contact Person: _____

Mailing Address: _____

City, State, and Zip Code: _____

Phone Number _____ E-mail Address: _____

Step 2: The following person will be notified of this donation:

Check preferred method of notification: Email ____ Postal Service ____

Name: _____

Mailing Address: _____

City, State, and Zip Code: _____

E-mail Address: _____

Step 3: Subject matter preferred ("no preference" may be indicated) or title of item donated:

Books will include a bookplate in honor, memory, or support with the name of the person/organization. If the library is unable to find something on the subject matter requested, an alternative item of lasting value will be selected.

Step 4: Handling procedures/special instructions

The Friends procedure in handling donations is to mail an acknowledgement to the donor and, if applicable, the family or the person being remembered.

By signing, I acknowledge that the above information is correct:

Signature: _____



Date: _____

Please deliver or mail the complete form to the above address.

THANK YOU FOR YOUR DONATION!

<i>FOR OFFICE USE ONLY:</i>	
Name and date	Accepted by: _____ Rcvd Date: _____
AMOUNT: \$ _____ ___ Cash ___ Check, #	
___ Friends President ___ Friends Treasurer	___ Library Librarian ___ Library Director
___ Library Acquisitions	Book ordered date: _____ Book received date: _____
Donation notification sent by/date:	
Notes:	

