Revised: August 2025

Round Rock Public Library

MEMORIAL, HONORARIUM, AND DONATION FORM

Please print and complete each step:

Today's Date: _____ **Amount Donated: $** _____

Check one: ☐ **Memorial** ☐ **Honorarium** ☐ **Donation** ☐ **Monetary**

Please make checks payable to the City of Round Rock. *For donations under $15.00, please note that it may be necessary to place the funds in the Library Development Fund, since it is often difficult to obtain something of lasting value for under $15.00.*

Step 1: Donated/Presented by:

Name:

(Print name as it should read on bookplate)

Name of Individual or Organization's Contact Person: _____

Mailing Address: _____

City, State, and Zip Code: _____ Phone No.: _____

E-mail Address: _____

> If this is a Gift, please go to step 3 to indicate title.

Step 2: Name of person being remembered or honored:

Name:

(Print name as it should read on bookplate)

Name and address of person or family to be notified:

Name: _____

Mailing Address: _____

City, State, and Zip Code: _____

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

_____

If the library is unable to find something on the subject matter requested within two weeks, an alternative item of lasting value will be selected.

Step 4: Handling procedures/special instructions

The library procedure in handling donations is to mail an acknowledgement to the donor and, if applicable, the family or the person being remembered. Books will receive a bookplate. If there is a small amount left over from your donation, it will be placed in the Library Development Fund for future purchases. Please list any specific instructions.

_____

Indicate that all of the above information is correct by signing below:

Name: _____ **Date:** _____

Hand this completed form to a staff member or mail to the address below.

Staff Initials:

_____

THANK YOU FOR YOUR DONATION AND CONTINUED SUPPORT!

Round Rock Public Library | 200 E. Liberty Avenue | Round Rock, TX 78664 | (512) 218-7000