



## *Honor your friends and loved ones!*

We're spreading the news about a fantastic program in the library that you, your family, and friends may be interested in participating in. It's a gift program that enables you to acknowledge someone special by donating a book, or by making a monetary donation for a book purchase. This is a wonderful way to honor someone's birthday, graduation, or memory. Books are gifts to be loved and shared by many—for years to come.

Once the book donation is received, a gift plate identifying the donor and honoree is placed inside. Additionally, the honoree will receive notification of your generous gift (excluding dollar amounts).

Here are some gift plate examples:

**Honor Book**

Gift of  
*Donor*  
in honor of  
*Honoree*

**Memorial Book**

Gift of  
*Donor*  
in memory of  
*Honoree*

**Donation Book**

Gift of

Monetary donations for book purchases may also be made. No minimum donation is required. Your gift will be added to a general library fund identified for book purchases. Notification of your generous donation will be sent to honorees (excluding dollar amounts).

You may mail or deliver your check with the printed and completed Library Donation form to:

**Monson Free Library  
2 High Street  
Monson, MA 01057**

**Make your check payable to: Monson Free Library  
Include in the memo portion: MFL Library Book Donation**

All donors will receive a copy of the honoree notification which will serve as receipt. **A completed Library Donation Form, located on reverse side, must accompany all donations.** If you have any questions, please contact the Library at 413-267-3866.

*Thank you for supporting the Monson Free Library*

1. Tell us who you are honoring:

Honoree Name: \_\_\_\_\_  
(Please print name exactly as desired on gift plate)

Notification letter sent to:

\_\_\_\_\_  
Mr., Mrs., or Ms.                      First                      Last

\_\_\_\_\_  
Street                      Suite or Apt. #                      City                      State                      Zip

2. Tell us who is donating:

Donor Name: \_\_\_\_\_  
(Please print name exactly as desired on gift plate)

Confirmation letter/receipt sent to:

\_\_\_\_\_  
Mr., Mrs., or Ms.                      First                      Last

\_\_\_\_\_  
Street                      Suite or Apt. #                      City                      State                      Zip

\_\_\_\_\_  
Phone (daytime)                      Phone (evening)                      Phone (mobile)

3. Choose the appropriate book plate:

Place a check in the box of your selection (monetary donations leave this section blank).

Honor Book  
Gift of  
Donor  
in honor of  
Honoree

Memorial Book  
Gift of  
Donor  
in memory of  
Honoree

Donation Book  
Gift of  
Donor

4. Optional

Specific title or subject requested?     Yes     No

If yes, please specify: \_\_\_\_\_

(If a specific title has been requested, the title(s) has to meet the Library's collection management guidelines and be available through the Library's book vendor. If the title is unavailable, a like substitute title will be selected.)

5. Give us permission: The fields below are required for all donation types.

I give my permission to publicize my name and the name of the honoree and/or the person memorialized. (no amount will be published)

I do not give my permission to publicize my name and the name of the honoree and/or the person memorialized. (no amount will be published)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ on \_\_\_\_\_

Date Honoree Letter sent: \_\_\_\_\_

Date Donor Letter sent: \_\_\_\_\_

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Monetary Donation Amount: \$ \_\_\_\_\_