

KENOSHA PUBLIC LIBRARY GIFTS-MEMORIALS-TRIBUTE FORM

Date _____

Amount donated \$ _____ (due to the cost of library materials suggested minimum amount \$20.)

IN MEMORY OF _____ by _____
_____ (Standard wording)

IN HONOR OF _____ by _____
_____ (Standard wording)

Book Plate Wording (If Non-Standard) _____

Donor name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Donor 2: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Send notification to: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Funds to be used for designated (areas listed below) OR _____ undesignated

Designated funds to be used to purchase library materials in the following subject area(s):

- | | | | | | |
|---|--------------------------------------|---|----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> History | <input type="checkbox"/> Travel | <input type="checkbox"/> Cookery | <input type="checkbox"/> Music | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Photography | <input type="checkbox"/> Children's books | <input type="checkbox"/> Novels | <input type="checkbox"/> Sciences | |
| <input type="checkbox"/> Other subject area(s): | | | | | |

Specific title or author _____

Or funds to be used at the library's discretion

Check branch to house donation:

- Southwest Northside

Check branch for donor to inspect material:

- Simmons Southwest Northside Uptown Bookmobile

Check branch for bereaved/honoree inspection:

- Simmons Southwest Northside Uptown Bookmobile

Mail form to: Rob Nunez, Division Head for Support Services, Kenosha Public Library, 7979 38th Avenue Kenosha, WI 53142

Staff Use Only

PROCEDURE TYPE

BY

DATE & INITIALS

Cash slip filled out and forwarded to Admin.	Head of Collection Development	_____
Journal entry in Integrated Library System	Head of Collection Development	_____
Forward form to Administration for Letters	Head of Collection Development	_____
Acknowledgment letter 1 sent to donor	Administrative secretary	_____
Notification letter 1 sent to bereaved/honoree	Administrative secretary	_____
Forward form to Head of Publicity	Administrative secretary	_____
Forward form to Head of Collection Development	Administrative secretary	_____
Finds appropriate materials and marks on form	Head of Collection Development	_____
Gives form to Supervising Clerk Acq & Process.	Head of Collection Development	_____
Makes copies of the form, forwards original to Administrative Secretary	Head of Collection Development.	_____
Orders materials and placed reserves	Supervising Clerk Coll. Dev..	_____
Acknowledgement letter 2 sent to donor	Administrative Secretary	_____
Notification letter 2 sent to bereaved/honoree	Administrative Secretary	_____

MATERIALS TO BE PURCHASED

- | | |
|---|---|
| 1. ISBN _____
Author _____
Title _____
_____ | 5. ISBN _____
Author _____
Title _____
_____ |
| 2. ISBN _____
Author _____
Title _____
_____ | 6. ISBN _____
Author _____
Title _____
_____ |
| 3. ISBN _____
Author _____
Title _____
_____ | 7. ISBN _____
Author _____
Title _____
_____ |
| 4. ISBN _____
Author _____
Title _____
_____ | 8. ISBN _____
Author _____
Title _____
_____ |