

Policy and Procedure Manual	Section B 7.5
Public Policy Collection Development Policy Memorials & Donations Form	Issued : October 1994 Revised: January 6, 2009; Revised May 17, 2017 Revised August 19, 2019 Authorizing Authority: Administration Approving Authority: Administration

MEMORIALS and DONATIONS FORM

The Orland Park Public Library provides opportunities to private citizens and businesses to make monetary contributions to the library's collections in honor or in memory of a loved one. The donation cost to purchase material is \$50 per book.

A) In Memory of _____

B) In Honor of _____

Author(s) _____

Subject _____ Adult Youth

Other _____

Donated by

Name _____

Address _____

Phone _____ Email _____

Thank you note to donor _____

Donation Acknowledged to

Name _____

Address _____

Acknowledgement mailed _____

Ordered by _____ Date _____ Received _____

Published in OPPL Newsletter _____

If not an Orland Park resident, newsletter should be mailed to _____

For Library Use: Amount _____ Accepted by _____ Notes _____
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