



## Elmhurst Public Library Commemorative Gift Program

Thank you for your interest in Elmhurst Public Library's Commemorative Gift Program. Dedicating a book or other materials at the Elmhurst Public Library is a unique way to commemorate special events or honor the memory of loved ones.

For each gift of \$25 or more, **the library will select a recently acquired book** (or other library material) for dedication from one of the subject areas you suggest.

You also will receive a card from the library acknowledging your book dedication. A card announcing your dedication will be sent to the person you honored or to the family of the person you remembered.

A book plate (see samples on the next page) announcing your gift is inserted in the front of every dedicated book. A list of book dedications is displayed in the vestibule's south display case in the month following the dedication.

In order to complete that attached Commemorative Gifts Form you will need:

- the name of the person you wish to honor or remember as you would like it to appear;
- the name and address of the person who will receive an announcement of your gift;
- the subject area(s) from which the staff should select a book; and
- your monetary donation.

Please refer to the instructions on the back of this sheet when filling out the attached form. If you have questions, please ask a member of the library staff or call 630-279-8696.

# Elmhurst Public Library Commemorative Gift Instructions

## PLEASE PRINT ALL INFORMATION

### Box 1 - Donor Information *(Write all information as you would like it to appear in print.)*

1. Name: *The name of the person responsible for this donation.*
2. (Organization): *If applicable - the name of the organization responsible for the donation.*
3. Address: *Where an acknowledgment of the gift should be sent.*
4. Phone: *Number at which you can be reached during the day or where message may be left.*
5. Names of other donors: *If applicable - names of other individuals who contributed to this gift.*

### Box 2 - Dedication Information *(Write all information as you would like it to appear on the book plate.)*

#### A1. Dedicated in memory of ... (see examples)

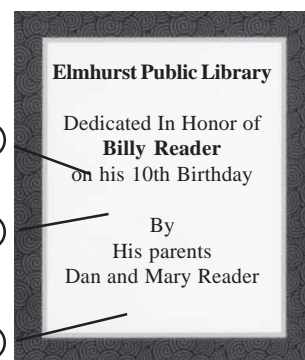
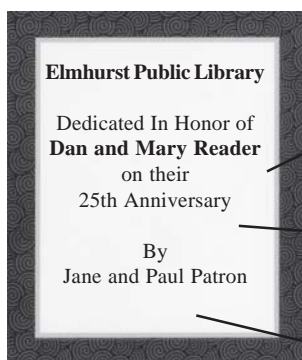
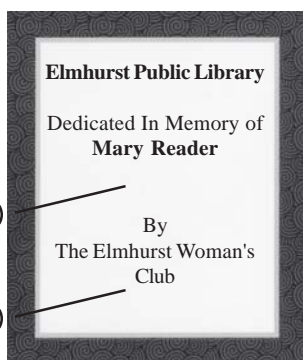
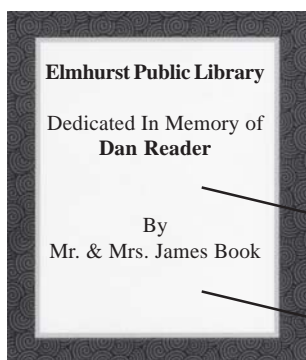
Name: *Deceased person's name*

- #### A2. Dedicated by: *Individual(s), group or organization that donated funds. (If more than three names, use group name.)*

#### B1. Dedicated in honor of ...

Name: *Name of person(s) being honored*

- #### B2. Occasion: *Cause for dedication (anniversary, birthday, graduation, etc.)*
- #### B3. Dedicated by: *Individual(s), group or organization that donated funds. (If more than three names, use group name.)*



### Box 3 - Gift Announcement Recipient(s) Information

1. Name: *Person who should receive an announcement of the gift (the person you are honoring or a relative of the person you are remembering).*
2. Address: *Mailing address where gift announcement should be sent.*

### Box 4 - Material To Be Dedicated

1. Type of material: *Specify general guidelines such as large-type books, children's books, etc.*
2. Subject(s) of interest: *Subjects from which you would like EPL staff to select appropriate material such as Civil War History, Tennis, Biographies, Travel, etc.*

# Elmhurst Public Library Commemorative Gift Form

PLEASE PRINT ALL INFORMATION

## Box 1 - Donor Information

1. Name: \_\_\_\_\_
2. (Organization): \_\_\_\_\_
3. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Phone ( ) \_\_\_\_\_
5. Names of other donors: \_\_\_\_\_

## Box 2 - Dedication Information *(select appropriate box)*

### A - Dedicated in memory of ...

A1. Name: \_\_\_\_\_  
\_\_\_\_\_

A2. Dedicated by: \_\_\_\_\_  
\_\_\_\_\_

*(If more than three names, use group name.)*

### B - Dedicated in honor of ...

B1. Name: \_\_\_\_\_  
\_\_\_\_\_

B2. Occasion: \_\_\_\_\_  
\_\_\_\_\_

B3. Dedicated by: \_\_\_\_\_  
\_\_\_\_\_

*(If more than three names, use group name.)*

## Box 3 - Gift Announcement Recipient(s) Information

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Box 4 - Material To Be Dedicated

1. Type of material: \_\_\_\_\_
2. Subject(s) of interest: \_\_\_\_\_

## FOR STAFF ONLY

Date: \_\_\_\_\_ Dedication Amount: \_\_\_\_\_ Payment Type \_\_\_\_\_ Initials: \_\_\_\_\_

Return form to Elmhurst Public Library Information Desk or mail to: Commemorative Gift Program, Elmhurst Public Library, 125 S. Prospect Avenue, Elmhurst, IL 60126. Make checks payable to Elmhurst Public Library.

**FOR STAFF USE ONLY**

**For book selection:**    Fiction     Nonfiction     Juvenile

1. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

2. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

3. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

4. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

5. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

6. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

7. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

8. Title Chosen: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

**Checklist:**

Book selected     Plates typed     Case card typed     Card sent     Monthly lists

Date Announcement/Acknowledgment mailed: \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

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