

Milford Town Library

Thank you for thinking of the Milford Town Library. All gifts made to the Milford Town Library will be expended in a manner consistent with our Collection Development Policy. We will make every effort to purchase items in subject areas or formats specified by the donor. We cannot guarantee that particular titles can be purchased due to availability.

Date Received: _____ Staff Initials: _____ Amount of Gift: \$ _____

Name of donor(s): _____

Address: _____

_____ Phone # () _____

Subject(s) or format(s) to purchase with gift: _____

PLEASE CHECK ONE: _____ I would like to view the material(s) before anyone else can check them out, OR

_____ Please let the person who will be sent an acknowledgement view material(s), OR

_____ Please do not hold material(s) aside for viewing

Bookplate or other special instructions:

Gift in memory of: _____

Gift to honor: _____

Given by: _____

Other recognition: _____

Send acknowledgement of gift to:

Name(s): _____

Address: _____

STAFF:

1. Date form & donation received in Administrative Office: _____ Initials: _____

2. Date acknowledgement sent: _____ Initials: _____

3. Date funds deposited: _____ Initials: _____

4. Date forwarded to Reference Department (if applicable): _____ Initials: _____

5. Date forwarded to Technical Services: _____ Initials: _____

6. *Date order placed: _____ Initials: _____

7. Date donation form filed in Gift Binder: _____ Initials: _____

8. Date letter sent to view selected materials & item put on hold shelf: _____ Initials: _____

***Item(s) purchased listed on back of form.**

December 20, 2005