



Susan Quinn  
Director

# OCEAN COUNTY LIBRARY

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## OCEAN COUNTY LIBRARY MONETARY/MEMORIAL DONATION

Date \_\_\_\_\_

Thank you for your gift to the library! Please take a few minutes to complete this information sheet. (Library staff or patron can complete this form)

NAME(S) OF DONOR(S) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT DONATED \$ \_\_\_\_\_ cash \_\_\_\_\_ check  
Please make payable to Ocean County Library

### DONATION PURPOSE (Please Circle):

Adult Programs (8561) Young Adult Programs (8562) Juvenile Programs (8563)  
Program Supplies (8568) Promotional Materials (8564) Equipment (9101)  
Furniture/Fixtures (9102) Office Supplies (9201) Library Discretion (9999)  
Materials (8121): \_\_\_\_\_ Print \_\_\_\_\_ Non-print

Additional Comments/Subject Areas: \_\_\_\_\_

### MATERIALS GIVEN IN MEMORY OF (text as it should appear on bookplate):

For Example:  
In memory of \_\_\_\_\_  
Mr. Joseph Smith \_\_\_\_\_  
Presented by the \_\_\_\_\_  
John Adams Family \_\_\_\_\_

### NAMES AND ADDRESSES OF OTHER FAMILY MEMBERS OR INDIVIDUALS TO NOTIFY:

\_\_\_\_\_  
\_\_\_\_\_

### DONATION TO BE USED IN THE FOLLOWING LOCATION(S):

Branch \_\_\_\_\_ or, \_\_\_\_\_ Library's discretion

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### STAFF USE ONLY:

*Department Head/Branch Librarian will send donation check and form directly to Accounting. When a donation is made for materials, send a second copy to the attention of Librarian 4, Collections.*

**\*\*\*Send copies of the donation acknowledgment/thank-you letter to the Director's Office.\*\*\***