



Oberlin Public Library
65 S Main Street
Oberlin OH 44074

Library Donation Form

The library welcomes donations of many types. If you wish to discuss donation options, including donations made to the library's foundation or any type of donation not indicated below, please see a staff member to schedule a time to talk to the director or their designee. The library donation policy is available upon request.

Donation Designations:

- ☐ *General Donation* – Used for the general operation of the library. General donations can often be used for items or services in the same calendar year as the donation. This is the most common type of donation received by Oberlin Public Library.

Preferred area of use (NOTE: A general donation may be used for any purpose. This section is used by library administration to gather informal preferences only)

- | | |
|---|---|
| <input type="checkbox"/> Programming (e.g. presenters, supplies) | <input type="checkbox"/> Capital Outlay (e.g. computers, furniture) |
| <input type="checkbox"/> Children's Collection (e.g. books, movies) | <input type="checkbox"/> Adult Collection (e.g. books, movies) |
- ☐ *Restricted Donation* - Designated for a specific purpose and requires library Board action before being used by the library. Common restricted donations are below; you may select one of the options if you do not wish to make a general donation.

For Restricted Donations, please select ONE:

- | | |
|---|---|
| <input type="checkbox"/> Programming (e.g. presenters, supplies) | <input type="checkbox"/> Capital Outlay (e.g. computers, furniture) |
| <input type="checkbox"/> Children's Collection (e.g. books, movies) | <input type="checkbox"/> Adult Collection (e.g. books, movies) |

Donor Information:

Donor Name: _____

Contact Name (for donations by organizations only): _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Donor Signature: _____ Date: _____

Donation Acknowledgement Information:

Acknowledgement should be sent to: (name & address) _____

Donor Name for Book Plate(s) if applicable _____