St. Clairsville Public Library
Donation Form

Thank you for thinking of the St. Clairsville Public Library in this most generous manner. If you would like to speak with someone about donating to the library, please call us at (740) 695-2062.

Date: ______________________

Person Making Donation. Name: __________________________________________
Address: ________________________________________________________________
Phone: __________________________________________________________________

Gift Amount: $ ______________

I’d like to make this gift
☐ in memory of: ________________________________
☐ in honor of: ________________________________

Use my donation for:
☐ greatest need as determined by the library.
☐ a memorial book with a bookplate noting the person remembered and the donor. ($25 or above)
☐ giving tree leaf ($250 or above, see back of form)

Please send notice of this gift:
☐ Notice not required.
☐ Name and address of recipient below:
Name: ________________________________________________________________
Address: ________________________________________________________________

Make checks payable to: St. Clairsville Public Library

Deliver or mail to:
St. Clairsville Public Library
108 W. Main Street St. Clairsville, OH 43950

Please allow 6-8 weeks for processing.

Library staff use:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Payment: ___________________ Staff Initials___________ Date Acknowledgement sent: __________

Revised: 11/21/2019
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**Giving Tree Levels of Giving**

- $250 — $499  
  Book Lover (*leaf*)
- $500 — $999  
  Book Collector (*leaf*)
- $1,000 — $1,999  
  Bibliophile (*leaf*)
- $2,000 — $4,999  
  Literary Lion (*leaf*)
- $5,000 — $9,999  
  Archivist (*leaf*)
- $10,000 or more  
  Conservator (*stone*)

Please print below exactly what is to be engraved on leaf:

**SAMPLE**

- In Memory of  
  Bertha Hunt Shaffer
- Conservator

Level of Giving  
(per above chart)