



LANCASTER PUBLIC LIBRARY

HOW TO MAKE A DONATION TO LANCASTER PUBLIC LIBRARY USING THE WEBSITE

A. DONATION DETAILS

First, choose if you would like to make a one-time donation or an ongoing donation. An ongoing donation gives you the option to have an automatic withdrawal taken from your bank account or charged to a credit card on a set date and on a continuous schedule.

ONGOING DONATION

1. If you would like to make an ongoing donation, choose 'Ongoing' (listed under 'Choose Your Gift').
2. Click 'Monthly' to view a dropdown menu of your frequency options (Monthly, Quarterly, Semiannually, or Annually).
3. Next, choose the amount you would like to donate (\$50, \$100, \$250, \$500) or click 'Other' and type in the amount. The donation must be at least \$10.
4. With an ongoing donation, you have the option to choose an 'end date', if you would like to make a recurring donation but only for a finite period (for example, a monthly donation for two years). To do so, click 'Customize Dates'. Then use the calendar to choose an 'end date' for your donation.
 - a. At year's end, you will receive a receipt for all your scheduled donations.

Continue following steps 2 through 4 of one-time donation instructions.

ONE-TIME DONATION

1. Choose the amount you would like to donate (\$50, \$100, \$250, \$500) or click 'Other' and type in the amount. The donation must be at least \$10.
2. Optionally, you can choose what your donation will support. If you choose, 'Where the need is the greatest', we will put your donation towards our most urgent needs. If you choose 'Annual fund', your donation will support the library's regular operations. (This one is often forgotten and very important!) Finally, you have the option to write something specific ('Choose where to direct my support'). For example, write in 'Adult collections' or 'Children's programming'.
3. You have the option to dedicate your gift. Choose if you would like the wording "My donation is in honor of" or "My donation is in memory of". List their name in the "Who do you want to recognize?" box.
 - a. You can notify someone of the donation by listing their email and a message.
4. Finally, you have the option to help us cover the processing costs involved in the transaction. To do this, check the last box and the fees will automatically be applied to your total.

B. YOUR DETAILS

You can donate as an individual or as a company:

I'M AN INDIVIDUAL

1. List your first and last name.
 - a. If you would like to keep your donation private, check the "Don't share my name publicly" box. (Your name will still be shared with us at the library.)
2. List your email and home address.
3. Press continue.

I'M A COMPANY

1. List your company name.
 - a. If you would like to keep your donation private, check the "Don't share my name publicly" box. (Your name will still be shared with us at the library.)
2. List your company email and company address.
3. Press continue.

C. PAYMENT

CREDIT CARD:

1. List the cardholder's name, the card number, expiration date and the security code in their respective boxes.
2. If the billing address is the same as the mailing address you previously listed, leave the blue box checked. If not, uncheck it and list the proper billing address.
3. Finally, create a password [optional] and click "Give" to complete your transactions.

BANK

1. List the name on the account, the routing number, and the account number.
2. If the billing address is the same as the mailing address you previously listed, leave the blue box checked. If not, uncheck it and list the proper billing address.
3. Finally, create a password [optional] and click "Give" to complete your transaction.

Congratulations! You've just joined the Lancaster Public Library family!

Your donation makes our work possible. Thank you for your support.