



## Donating Books to the Library

Thank you for donating materials to the Eastern Lancaster County Library. We welcome books and media which strengthen the collection and support library programs.

All donated materials receive careful consideration by library staff. Materials appropriate to be added to the library's collection include recently published books in good condition, DVDs and CDs in good condition, and additional copies of high use items.

We are unable to accept:

- Any items that have water or smoke damage
- Magazines
- Encyclopedias
- VHS Tapes
- Cassette Tapes
- Vinyl Albums
- Condensed Books

**Donated materials are given to the ELANCO Library without condition.** Upon receipt, donations become the property of the library. We reserve all rights to determine addition to the collection or disposal. Items not added to the collection may be given to other libraries, sold to raise money to purchase other items, or given away for free.

If you have any questions about donations, please contact Heather Smith at [hsmith@elancolibrary.org](mailto:hsmith@elancolibrary.org) or 717-354-0525.

### Request for Letter of Acknowledgement

If you would like to receive a letter of acknowledgement, complete below and give to a library staff member at the circulation desk along with the materials that you are donating. The letter of acknowledgement will not include a list of donated items or an estimate of the value of the gift. The appraisal of a donation is the responsibility of the donor.

Name: \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Number of books: \_\_\_\_\_

Number of DVDs: \_\_\_\_\_

Number of CDs: \_\_\_\_\_ Today's Date \_\_\_\_\_