

Open for Discovery

AFL | William H. & Marion C. Alexander Family Library
200 W. 2nd St.
Hummelstown, PA 17036
717.566.0949

ESA | East Shore Area Library
4501 Ethel St.
Harrisburg, PA 17109
717.652.9380

EV | Elizabethville Area Library
80 N. Market St.
Elizabethville, PA 17023
717.362.9825

JOH | Johnson Memorial Library
799 E. Center St.
Millersburg, PA 17061
717.692.2658

KL | Kline Library
530 S. 29th St.
Harrisburg, PA 17104
717.234.3934

MOM | Madeline L. Olewine Memorial Library
2410 N. 3rd St.
Harrisburg, PA 17110
717.232.7286

MRL | McCormick Riverfront Library
101 Walnut St.
Harrisburg, PA 17101
717.234.4976

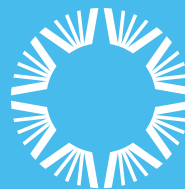
ND | Northern Dauphin Library
683 Main St.
Lykens, PA 17048
717.523.0340

DCLS.ORG | Your Ninth Library
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24/7 ACCOUNT INFO | Toll free 1.877.709.2690

CR 09-18/PR 09-18

USED MATERIALS DONATIONS



THE | DAUPHIN COUNTY
LIBRARY SYSTEM
LIBRARY
OPEN FOR DISCOVERY

DCLS.ORG

Thank you for thinking of The Library!

The Library welcomes donations of many kinds including gifts of books, audio and video materials. When considering a gift of used books to your library, please keep in mind the following guidelines:

We welcome items that are new or used and in good repair:

- Hardcover books
- Paperback books (with cover intact)
- CDs
- DVDs
- Audio books

Materials will be placed in the DCLS collection or will be added to an upcoming Friends of The Library book sale.

All materials donations will benefit your library in some way!

We cannot accept:

- Books or materials in poor condition (*mildewed, yellowed, soiled, or otherwise damaged*)
- Books with extensive highlighting or underlining
- Paperback books with covers removed (*These cannot legally be sold or used by the library*)
- Magazines
- Textbooks
- Records
- Computer software
- Condensed books
- Encyclopedias

These materials cannot be added to The Library collection or Friends of The Library book sales and The Library must pay to dispose of them.

FOR A FULL COPY OF THE DCLS GIFT ACCEPTANCE POLICY PLEASE VISIT THE THE LIBRARY WEB SITE AT WWW.DCLS.ORG/POLICIES

The Library has a collections management policy that guides the selection of books, magazines, music and videos. Items added to the collection must meet the criteria established by that policy.

We cannot add every donation to the collection for many reasons. DCLS professional staff members make decisions concerning library collections.

If you plan to donate a large number of materials, the library may need to make special arrangements to accept your gift, as storage space is limited – please call ahead to your library to discuss your gift and arrangements for delivering it to The Library.

Every year many books in good condition are placed in book sales to raise funds for The Library. Our professional library staff will be glad to discuss any concerns you have about your donation. If you have any questions, please see a library staff member – they are happy to assist you.

You may also call the Community Relations Office at 234-4961 ext. 1101 with questions you have concerning gifts and donation procedures.

Please note, by law The Library cannot place a value on books and materials you donate.

To value your donations accurately please see the IRS Web site publication 561 Determining the Value of Donated Property at <http://www.irs.gov/pub/irs-pdf/p561.pdf>.

For a record of your donation, please see a staff member to get the proper form.

We appreciate your donations!

The Dauphin County Library System is a 501 (c) 3 nonprofit organization, contributions to which are tax deductible to the fullest extent permitted by law.