



Donation Guidelines

The Eastern Shore Regional Library gladly accepts donations of new and gently used books, audiobooks, and DVDs. Donations should be clean and in good condition. We ask that you do not donate the following items:

- Dirty, musty, or moldy items
- Damaged or bug infested items
- Textbooks
- Reader's Digest Condensed Books
- Magazines (including National Geographic)
- Encyclopedias
- VHS or Cassette Tapes
- The following items, if more than 5 years old:
 - Computer Manuals
 - Tax/Finance materials
 - Travel Guides

The library accepts donations during open hours. Donations to the Heritage Center will only be accepted with prior approval from Heritage Center staff.

For large donations (more than 5 bags/boxes), call 757-787-3400 to schedule a drop off. There is a limit of 5 bags/boxes per week. Please use disposable containers for your donations.

If you need a receipt, the library will provide one. The library cannot assign a dollar value to your donation.

All donations immediately become the property of the library and cannot be returned. The library's collection development criteria apply to the evaluation of gifts given to the library. The library cannot guarantee that all donated items will be added to the library's collections.

Thank you!



DONATION RECEIPT AND ACKNOWLEDGMENT

Donor Name: _____

Mailing Address: _____

Email: _____

Phone: _____

CONTENTS OF DONATION / ADDITIONAL COMMENTS:

HARDCOVER BOOKS PAPERBACK BOOKS AUDIOBOOKS DVDs OTHER

RECEIVED BY: _____ DATE: _____

THANK YOU!

Please retain this receipt and acknowledgment for your information.

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