

# **JAMAICA LIBRARY SERVICE**

## **GUIDELINES FOR DONATION OF MATERIAL**

The Jamaica Library Service welcomes the donations of both print and non-print material for its collections. As at the financial year 2008 / 2009 the public library network includes 13 Parish Libraries, 68 Full-time Branch Libraries, 45 Part-time Branch Libraries and bookmobile stops in 465 communities island-wide. The School Library Network includes 926 schools ranging through Infant, Primary, and Secondary. The greatest need is for books for children and young adults, but adult fiction and non-fiction are equally welcomed.

All gifts are evaluated in terms of the collection development goals. All gifts must be in usable condition and the library reserves the right to decide on the disposition of donated material. Material received as gifts may be included in collections, used in book sales or discarded.

### **General Guidelines for Electronic material**

- The library will accept Windows 2000 Professional or Windows XP compatible, educational software.
- Video must be NTSC compatible
- Audio Cassettes will not be accepted

### **General Guidelines for Print Material**

- The library requires advance notice of donations of more than four boxes of books.
- Books must be no older than five years except where considered by the Jamaica Library Service to be valuable.
- Magazines must not be older than two years.
- Popular fiction titles are preferred.
- Most **textbooks** that are used in Canada and the United States of America do not meet the curriculum of Jamaican institutions and are therefore not useful. Current Caribbean textbooks may be considered.

## **CHILDREN'S COLLECTIONS**

There is perennial need for books in categories listed below:

### **AGE 0-6 - (TINY TOTS)**

- Alphabet & counting books
- Nursery Rhymes
- Picture story books \*
- Read aloud books
- Concept Books

**\* Picture books should be well illustrated, with very little text and durable binding**

### **AGE 7-11**

- Adventure stories
- Mathematics
- Fairy tales
- Mystery stories
- Bible stories
- Science fiction
- Folk tales
- Sports
- History
- Stories of everyday life
- Myths and Legends
- Simple books on countries of the world
- Poetry

**All well recommended children's authors, children's classics and award winning children's literature are welcomed. Other popular children's series such as The Chronicles of Narnia, A Series of Unfortunate Events, The Spiderwick Chronicles, Horrid Henry, Baby-Sitters Club, The Wizard of Oz, Sweet Valley Junior High, Goosebumps, Shivers, Hardy Boys, Nancy Drew Mystery Stories, Secret Seven and Fabulous Five Adventures are well used additions.**

### **AGE 12-15**

Books for young adults: (young adult literature fills an important niche between children and adult literature)

- Teen fiction including Teen Romances
- Career choices
- Decision making
- Biographies – of role models
- Grooming and personal hygiene

- Growing up
  - Teen relationship with peers, parents and siblings
  - Awareness of their world
  - Environmental issue
  
- Science Books *e.g. about earth, sea, sky, cars, helicopters, engines and how they work*
- Information Technology
- Natural History – *colourful, well written, interesting books about plants, animals and our world*
- Poetry (simple verse)
- Art and Craft
- Sports and Games
- The Classics, preferably illustrated editions

### **QUICK REFERENCE BOOKS**

- One Volume Dictionaries and Encyclopedias as well as multi-volume encyclopedias, e.g. World Book no older than three (3) years
- History (West Indian, African/American, European)
- General Science
- West Indian material written for children
- Geography
- Biology

### **ADULT COLLECTION**

**Non-fiction:** Material in all subject areas is welcome with emphasis on Psychology, Marketing, Parenting, Business Administration, Housekeeping, Culinary Arts, Vocational subjects, Education, Information Technology, Small Business and Entrepreneurship.

**Popular Fiction:** Covering Westerns, Detective Stories, Mysteries, Science Fiction, Romances and Best Sellers are permanently on request.

**Paperbacks:** Covering all subject areas and Fiction of all categories are also welcomed (Library editions preferred).