



## **JAMAICA LIBRARY SERVICE GUIDELINES FOR DONATION OF MATERIAL**

The Jamaica Library Service accepts donation of print and non-print material for its collections. As at the financial year 2016/2017 the Public Library Network includes **13** Parish Libraries, **74** Full-time Branch Libraries, **32** Part-time Branch Libraries, **17** special services and mobile library stops in **370** communities island-wide. The School Library Network serves **900** schools at the Infant, Primary and Secondary level. The greatest need is for fiction and non-fiction material for children and young adults, however adult fiction and non-fiction are equally welcomed.

All donations are evaluated in keeping with the *JLS Collection Management Policy*. The material must be in usable condition and the JLS reserves the right to decide on the use or disposal of donated material.

### **General Guidelines for Electronic Material**

- Audio books, music, movies and documentaries on CDs and DVDs are accepted
- Video and Audio Cassettes will not be accepted

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

- The JLS requires advance notice of donations of more than four boxes of material.
- Books for all age groups must be no older than three years except where considered by the JLS to be valuable.
- The library is unable to use books that are:
  - *Outdated or superseded*
  - *Water damaged and/or moldy*
  - *Excessively marked with highlighter, pen or pencil*
  - *Infested with pests*
  - *Imperfectly bound or have missing pages or sections*
  - *Brown, yellow or brittle pages*
  - *Workbooks or study guides*

- Magazines must not be older than one year unless the content is of historical value e.g. *The Jamaica Journal*.
- Popular fiction titles are preferred
- Readers Digest Condensed books are not accepted
- Caribbean textbooks that are current editions and meet the standards of the Ministry of Education may be considered. Most children's textbooks used in Canada and the United States of America do not reflect the themes of the Jamaican school curriculum and are therefore not generally suitable.
- Information and Communication Technology material must be editions no older than two (2) years.

## **CHILDREN'S COLLECTIONS**

There is constant need for books in categories listed below:

### **Early Childhood – Age 3 – 6 Years**

- Alphabet and Counting Books
- Concept Books
- Nursery Rhymes
- Picture Story Books
- Read Aloud Books

\* *Picture books should be well illustrated, with very little text and durable binding. Vinyl, board and cloth books are accepted.*

### **Children – Age 7 – 11 Years**

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

\* *All well recommended children's authors, children's classics and award winning children's literature and books from popular series are welcomed.*

## **Pre-Teen and Young Adult - Age 12 – 15 Years**

Popular areas of interest include:

- Art and Craft
- Biographies – of role models and popular personalities
- Career Choices
- Decision-making
- Grooming and personal hygiene
- Growing up – Teen relationship with peers, parents and siblings, environmental issues
- Information Technology
- Natural History – colourful, well written, interesting books about plants, animals and our world
- Science Books e.g. about earth, sea, machines and how they work, science experiments
- Sports and Games
- Teen Fiction
- The Classics – preferably illustrated editions

### **Reference Collections**

- Biology
- Child Care and Development Education
- Early Childhood Education
- Food and Beverage
- General Science
- Geography
- History (West Indian, African/American, European)
- Nursing
- West Indian material

## **ADULT COLLECTIONS**

### **Non-fiction**

Material in all subject areas is acceptable, with emphasis on:

- Building and Construction Technology
- Business Administration
- Culinary Arts
- Do-it-yourself Hobbies

- Education Information Technology
- Housekeeping
- Information and Communication Technology
- Marketing
- Parenting
- Psychology
- Small Business and Entrepreneurship
- Vocational subjects

### **Popular Fiction**

Westerns, Detective Stories, Mysteries, Science Fiction, Romances and Bestsellers

### **Paperbacks**

All subject areas and fiction of all categories are also welcomed (Library editions preferred).

## **SHIPPING GUIDELINES FOR OVERSEAS DONATIONS**

Contact must be made with the JLS before shipping donations to ensure their suitability for the collection. Donations will be accepted at no cost to the JLS.

Prior to shipping material to Jamaica, contact must also be made with Jamaica Customs to obtain clear information on customs regulations and customs duties.

The following documents must be sent to the JLS prior to the arrival of the donation whether sent by sea or air freight:

- bill of lading if shipped by sea
- airway bill for air freight
- invoice (for material that are new)
- list of material
- approximate value of the material if pre-owned

**NB.:** Confirmation must be given that the donations being shipped are in keeping with the JLS Donation Guidelines. Items shipped to the JLS without notification will not be accepted.