



Recommendation for Addition to Collection

Title: _____

Author: _____

Publisher: _____

Year of Publication: _____

Tick one: Children's Book Adult Fiction Adult Non-Fiction Other _____

Submit to:
acquisitions@jls.gov.jm

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 new material)
- list of material
- approximate value of the material

Send to:

Senior Librarian
Acquisitions Department
Jamaica Library Service LS
2 Tom Redcam Drive
Kington 5
Jamaica

Or

acquisitions@jls.gov.jm

Confirmation must be given that the donations being shipped are in keeping with the JLS Collection Development Policy and Donations Guidelines. Items shipped to the JLS without notification will not be accepted.