



Donating Materials to the Library

Thank you for donating materials to the Eastern Lancaster County Library!

Donated materials are given to the ELANCO Library without condition.

Upon receipt, donations become the property of the library. We reserve all rights to determine addition to the collection or disposal. Items not added to the collection may be given to other libraries, sold to raise money to purchase other items, or given away for free.

All donated materials receive careful consideration by library staff. Materials appropriate to be added to the library's collection include recently published books in good condition, DVDs and CDs in good condition, and additional copies of high use items. The library cannot guarantee that any material donated to the library will be added to the collection.

We are unable to accept:

- Any items that have water, mold, or smoke damage
- Magazines or Newspapers
- Textbooks
- Yearbooks
- Encyclopedias
- VHS Tapes
- Cassette Tapes
- Vinyl Albums
- Condensed Books
- Computer Software

Receipts

The Eastern Lancaster County Library is a non-profit organization, and you may be able to deduct the value of your donation on your income taxes if you itemize deductions. The library does not assign a value to the items you donate. Please use the back of this form as a record of your donation.

If you have any questions about donations, please contact Heather Smith at hsmith@elancolibrary.org or 717-354-0525.



TAX RECORD FORM

The Eastern Lancaster County Library is a non-profit organization and is tax exempt under Section 501(c)(3) of the Internal Revenue Code. Our federal EIN is 23-6411590.

Federal law provides that donated items must be in “good used condition or better” for tax deductions. All values are assigned by the donor. Please keep this form as your donation record.

Date _____

Donor Information

Name _____

Address _____

Number of Items	Type of Material
	Hardcover Books
	Paperback Books
	DVDs
	Books on CD
	Other: