

A Guide to Donating Materials to the Library

Thank you for your donation of materials to the Santa Rosa County Library System. Donated materials are welcomed and appreciated.

What donations does the library accept?

We gladly accept the following items in good condition: DVDs, books on CD, classic literature, fiction books, recently published (1-2 years) non-fiction books, and hardback and paperback books.

We are unable to accept the following and suggest that you recycle them: items in poor physical condition; including materials that are damaged, soiled, mildewed, molded, water damaged, or that have written markings, insect stains or excrement, or brown or frayed edges; out-dated non-fiction books; encyclopedias; items with poor print or outdated illustrations; incomplete sets of books or AV materials; Readers Digest Condensed books; text books; magazines and newspapers; items previously withdrawn from any library; computer software; and homemade copies of CDs and DVDs.

What happens to my donation?

Each gift will be reviewed by staff and handled accordingly, even though some donations may not end up on the Library's shelves. The volume of donations received prevents us from returning any donated items. The Library System reserves the right to dispose of materials that are not suitable or are not needed for the collection, including donating them to Friends of the Library and other community groups, or by other appropriate disposal methods.

Where can I donate my items?

You may deliver your donations to any of the Santa Rosa County Libraries. We appreciate materials that are packed in sturdy boxes to assist with storage.



**Santa Rosa County Library
Receipt for Donated Materials**

This receipt acknowledges your donation of materials to the Santa Rosa County Library System.

Description of donation: _____

Donation received from: _____
The Library does not place a value on donated materials.

Signed: _____, Library Manager/Employee

Date: _____

Memorial Gifts – Monetary Donations

Date: _____ Donor should provide information:

Gift in honor of: _____
(State name exactly as it should appear in acknowledgement or on honorary book label)

Description of gift and/or monetary amount: _____

List notes of interest about the person such as hobbies or favorite subjects: _____

Donor Name and Address: _____

Name and address of person(s) to receive acknowledgement for the gift: _____

Please make checks payable to one of the following:

- Friends of the Gulf Breeze Library
- Friends of the Milton Library
- Friends of the Navarre Library
- Friends of the Pace Area Library