

Maryland Correctional Libraries Book Donation Form

1. Donor Information

Type of Donor: ☐ Individual ☐ Organization ☐ Business

Name (Individual or Organization):

Contact Person (if applicable):

Email:

Phone Number:

2. Donation Details

Number of Books Donated (Limit: 12 per individual drop-off): _____

Condition of Books: ☐ Good ☐ Gently Used ☐ New

List all book titles in the Book List section on Page 2

3. Acceptance Guidelines

Accepted	Not Accepted
<ul style="list-style-type: none">● Recent reference materials (published within the last two years)● Current nonfiction, including:<ul style="list-style-type: none">○ Psychology, self-help, and relationship guides○ Business plans and financial literacy○ English language dictionaries and health information○ Government grant resources and GED preparation books○ Books on skilled trades and vocational training● Bestsellers from the <i>New York Times</i> and <i>Washington Post</i> lists● Popular fiction, including mystery, horror, and romance novels, particularly those by African-American writers	<ul style="list-style-type: none">● Magazines, textbooks, and outdated law books● Worn-out or damaged materials, including:<ul style="list-style-type: none">● Books that are discolored, brittle, or moldy/musty● Books with brown or yellowed pages, torn covers, or excessive markings● Classics in poor condition that appear heavily aged● Materials that pose a security risk, including:<ul style="list-style-type: none">● Instruction manuals on weapons or combat techniques● Publications on attack strategies, prison escape plans, or prison violence● Books focused on psychological manipulation, coercion, or persuasion tactics● Materials containing explicit sexual or pornographic content

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4. Submission Instructions

Prior to delivering books, please email this completed form and book list for approval to jennifer.swiech1@maryland.gov. Instructions for sending approved donations will be provided after review.

5. Book List

Title	Author	Year Published

6. Acknowledgment & Compliance

- ☐ The books are in good condition
- ☐ The donor has reviewed the Accepted and Not Accepted list
- ☐ The donor understands that a title list must be sent for approval prior to donating

Thank you for supporting Maryland Correctional Libraries!