

DONATING TO COVINA PUBLIC LIBRARY



Thank you for your interest in donating to the Library. The Covina Public Library accepts material and monetary donations to help support the growth and development of collections and programming. Here is what you need to know about donating:

MATERIAL DONATIONS

The Library uses material donations from the community to update the adult, young adult, and juvenile collections. All donated items become the property of the Covina Public Library and will not be returned to the donor. Material donations are assessed by Library staff and adherence to the Library's Collection Development Policy. Items not added to the Library's collection may be offered to the Friends of the Covina Public Library for sale in their Book Nook bookstore.

Here are some guidelines to follow when donating materials to the Library:

- **Reservations are not needed.** Donations may be dropped off at the Library starting from 11 am until thirty-minutes before the Library closes each day, Tuesdays through Saturdays. Donations will not be accepted during holiday closures.
- Due to the high volume received and space limitations, **please limit donations to 2 grocery sized bags or 2 banker sized boxes of materials per household each week.** (This will be strictly enforced by staff.) Bags and containers will not be returned to donor.
- Please refrain from dropping items at the Library's front door or in a book drop. **Hand off donated items to a staff member at the Library's front desk.** Donation receipts can be provided by staff upon request.
- The Library will **NOT** accept items that have:
 - Signs of insect or rodent infestation.
 - Heavy dust.
 - Stained/yellowed/torn/missing/liquid-damaged pages.
 - Writing/underlining/highlights.
 - Broken spines.

Additionally, due to storage constraints, the Library will **NOT** accept:

- Encyclopedia sets.
- Textbooks.
- Newspapers.
- VHS or cassette tapes.

See reverse for additional information.

- The Library will accept:
 - Fiction – in excellent physical condition and published within the past 10 years.
 - Nonfiction – topics of interest to a general audience and published in the past 10 years.
 - General Classics – in excellent physical condition.
 - Children's – hardcover fiction, picture and board books in very good condition (not colored in or worn).
 - DVDs and CDs – in good condition.
 - Magazines and Multivolume serials (such as National Geographic and Reader's Digest) – no more than 10 issues.
 - Puzzles (with all pieces included)
 - Unused Greeting Cards

Prior to donating items to the Library, please make sure they adhere to the donation guidelines.

Other places to consider donating used items:

Goodwill

557 North Azusa Avenue
West Covina, CA 91791

New Onto Others

175 North Vermont
Glendora, CA 91741

Pickup Please

19720 Arrow Highway
Covina, CA 91724

<https://pickupplease.org/>

Salvation Army

1444 North Citrus Avenue
Covina, CA 91722

MONETARY DONATIONS

Monetary donations are welcomed and used to support book and material purchases and/or Library programs offered to the community.

Check Donations

- Make check payable to: **City of Covina**
- Mail or hand deliver check to:
234 N. Second Avenue
Covina, CA 91723

Cash Donations

- Hand deliver cash donation, in an envelope, to staff at the Library's front desk:
234 N. Second Avenue
Covina, CA 91723



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234 N. Second Avenue • Covina, CA 91723 • 626-384-5300

<https://covinaca.gov/city-departments/library/>