



DONATION GUIDELINES

THANK YOU FOR SUPPORTING
THE FRIENDS OF ONTARIO CITY LIBRARY!
BOOKS AND MEDIA THAT ARE DONATED ARE SOLD IN
OUR BOOK STORE. ALL PROCEEDS SUPPORT
PROGRAMS AT THE ONTARIO CITY LIBRARY.

PLEASE READ AND FOLLOW THE GUIDELINES BELOW
BEFORE BRINGING DONATIONS TO THE LIBRARY.

WHEN DONATING, PLEASE CONSIDER:

IF YOU WOULDN'T BUY IT, WE CAN'T SELL IT. 😊

GUIDELINES:

1. DROP IN DONATIONS ARE LIMITED TO 3 BANKER SIZED BOXES OR 3 GROCERY STORE SIZED BAGS AT A TIME.
2. FOR LARGER DONATIONS, PLEASE CONTACT FOCL AT 909-395-2224 TO MAKE AN APPOINTMENT.
3. DONATIONS ARE ACCEPTED MONDAY THROUGH FRIDAY DURING REGULAR BUSINESS HOURS.



DONATION GUIDELINES (CONTINUED)

4. IF YOU ARE NOT SURE THAT YOUR DONATION FITS WITH WHAT WE HAVE DESCRIBED BELOW, PLEASE EMAIL US AT FOCL22@HOTMAIL.COM WITH A DESCRIPTION OF ITEMS WITH PHOTOS IF POSSIBLE. IF YOU CANNOT EMAIL PLEASE CALL US AT 909-395-2224.

5. **ITEMS MUST BE CLEAN AND IN GOOD CONDITION.** PLEASE, NO MOLDY, WATER-DAMAGED OR MUSTY BOOKS FROM A GARAGE OR BASEMENT THAT HAVE BEEN STORED LONG TERM. POOR STORAGE CONDITIONS CAUSES PERMANENT DAMAGE TO BOOKS AND TEND TO BE INFESTED WITH INSECTS AND DROPPINGS.

6. BEFORE BRINGING YOUR DONATION, PLEASE CHECK THAT WE ACCEPT YOUR ITEMS USING THE LISTS PROVIDED.

AGAIN, WHEN DONATING, PLEASE CONSIDER:
IF YOU WOULDN'T BUY IT, WE CAN'T SELL IT.



WE ACCEPT:

- BOOKS (PAPERBACK, HARDBACK)
- GRAPHIC NOVELS
- CDS·DVDS·BLU-RAY IN GOOD CODITION
- VINYL IN GOOD TO EXCELLENT CONDITION
- COMPLETE ENCYCLOPEDIA SETS IN GOOD CONDITION
PRINTED BEFORE 1950 ONLY
- INLAND EMPIRE AND CALIFORNIA BOOKS AND
EPHEMERA FOR THE MODEL COLONY ROOM
- MAGAZINE ISSUES FROM THE FOLLOWING TITLES
ONLY:
 - NATIONAL GEOGRAPHIC
 - NATIONAL GEOGRAPHIC FOR KIDS
 - COOKING MAGAZINES: BON APPETIT & COOKS
ILLUSTRATED ONLY
 - ARCHITECTURAL DIGEST
 - LIFE MAGAZINE (PUBLISHED BEFORE 1950)

WE DO NOT ACCEPT:

- ANY MAGAZINES OTHER THAN THOSE LISTED ABOVE
- MOLDY, MUSTY OR WATER-DAMAGED MATERIALS
- HIGHLIGHTED OR WRITTEN-IN BOOKS
- TORN OR DAMAGED BOOKS
- SELF-MADE CDS OR DVDS
- VHS OR CASSETTES
- TOYS OR PUZZLES
- READERS DIGEST OR CONDENSED BOOKS

PLEASE REMEMBER: WE HAVE A LIMITED NUMBER OF VOLUNTEERS
WHO SORT THROUGH DONATIONS. PLEASE RESPECT THEIR TIME AND
RECYCLE UNACCEPTABLE ITEMS ON YOUR OWN.

IF YOU HAVE ANY QUESTIONS, PLEASE REACH OUT TO US BY CALLING
909-395-2224 OR EMAIL US AT FOCL22@HOTMAIL.COM

THANK YOU!

