



Indy Library Store  
Library Services Center  
2450 North Meridian Street  
Indianapolis, Indiana 46208

## Donation Pick-up Service

### Donation List

#### **We accept:**

*(Please note the exceptions listed below)*

- Books
- Magazines (that are published monthly at a minimum and are **no more than three years old**)
- CDs
- Audio cassettes
- DVDs
- LPs (record albums)

#### **We do not accept:**

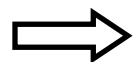
- VHS tapes
- Encyclopedia sets dated 2015 or earlier
- Reader's Digest Condensed Books
- Consumer Reports or National Geographic
- Professional law books
- Textbooks more than three years old
- Magazines that are published weekly (e.g., TIME, Newsweek, People, etc.)
- Professional magazines (e.g., JAMA, Analytical Chemistry)

### **Condition of Donated Material**

We ask that donated material be:

- Free of mold, excessive dust or dirt;
- In reasonable condition, void of major damage; and
- Playable if item is video, audio cassette, CD, LP or DVD format.

**Over, please**



## **Donation Pick-up Service**

- Donation pick-ups are made within Marion County on most second and fourth Thursdays and Fridays between 10:00 a.m. and 4:00 p.m.
- Donation pick-ups are scheduled through The Indianapolis Public Library Foundation at 317-275-4700.
- Your donation must be packed and ready for pick-up in clean, sturdy boxes of a reasonable size and weight by 10 a.m. on your scheduled pick-up date.
- We can only accept twenty boxes at a time. If you have more than twenty boxes, we will arrange another date to pick up the rest.
- If you cannot be home at your scheduled pick-up time, simply leave your donation outside in a protected area. Boxes must be marked "Library Donation." Unmarked boxes will not be taken.
- We cannot retrieve donations from attics or basements. Please have your donation ready and waiting on the street level of your home.

## **Donation Drop-off Locations**

- If your donation is small and you are able, we request that you deliver your donation to the Library Services Center between the hours of 8:00 a.m. – 5:00 p.m. Monday through Friday. The Library Services Center is located at 2450 North Meridian Street (1½ blocks south of Fall Creek Parkway between Meridian and Illinois Streets; enter the parking lot from 24th Street).
- We request donations be packed in boxes. No bags, please.
- No more than four boxes per donation.

## **Receipt for Your Donation**

- We will provide you with a receipt for your donation at the time the material is picked up. You will need to know the number and type of items you are donating for your receipt (e.g., 50 hardback books, 100 paperback books, 50 LPs, 200 magazines). We are unable to place a monetary value on donated material.
- If you cannot be home during your scheduled pick-up time and would like a receipt, simply tape a note to one of the boxes with the item count. The Library staff member picking up your donation will complete the receipt from this information and will leave your copy of the receipt in your door.

**Thank you for your donation and support of  
The Indianapolis Public Library!**