



Donation Guidelines

Indy Library Store
Library Services Center
2450 N. Meridian St.
Indianapolis, IN 46208
317-275-4044



Indy Library Store is glad to be part of a community that supports our mission through attending our sales and through generous donations. Over the years, we have received an abundance of material that we've been able to turn into support for The Indianapolis Public Library Foundation's mission. ***Thank you!***

To make it easier to donate we've established these guidelines. In fairness to all, and for the safety of our staff, we will adhere to these guidelines in accepting donations whether we pick them up or you drop them off. This means you may be asked not to leave materials that do not meet our criteria. Thank you for understanding! Because we must stack materials, all donations must be boxed (no bags, no loose donations).

We Accept

- Books
- Magazines (published monthly and no more than two years old. **(See exceptions below.)**)
- Music CDs and Audio Books **(See condition note below.)**
- DVDs & Blu-rays **(See condition note below.)**
- Vinyl LPs **(See condition note below.)**

We Do Not Accept

- VHS tapes, music cassettes, or 8-tracks
- Encyclopedia sets more than 3 years old
- Reader's Digest Condensed Books
- *Consumer Reports* or *National Geographic* magazines
- Professional law books
- Textbooks more than three years old
- Weekly magazines (*People*, *Newsweek*, etc.)
- Professional magazines (*JAMA*, *Analytical Chemistry*, etc.)

Condition Notes

Because we want to provide quality material to all our Indy Library Store patrons, and because anything we must throw away costs us money, we ask that all donations be:

- **Free of mold, dust, or dirt.** Please check your donation for these things. Sorting through moldy, dusty books is hazardous to the health of our workers and volunteers.
- **In good condition.** Including no "artwork" a child may have left on the pages. Please pack books considerately, to avoid cover bends and warping.
- **Playable.** If the item is a CD, LP, DVD, or Blu-ray format, please test them before donating.

Donation Pick-up Service

Our donation pick-up service is limited. We can only schedule a couple of pick-ups each week. Therefore, to fairly serve the entire community, you may request only one pick-up a quarter (every three months). To schedule a pickup, call 317-275-4700, Mon.-Fri., 8 a.m. to 5 p.m.

- Donation pick-ups are made within Marion County only.
- No more than 15 boxes. No exceptions.
- All donations must be boxed. No bags.

- Please save our backs! Use boxes no larger than 17" x 11" x 9" (Copy paper box size.)
- If you cannot be home at pick-up, you may leave it outside, protected from weather. *We will not pick up wet material.*
- Mark your boxes "Library Donation." Unmarked boxes will not be taken.
- Please have your boxes at the street level of your home. No basements or attics.

Drop-off Service & Locations

If your donation is four or fewer boxes (no bags), please deliver your donation to the Indy Library Store at the Library Services Center (LSC), 2450 N. Meridian St., between the hours of 9 a.m. and 4 p.m., Monday through Friday.

You can also drop off your donation of two boxes or fewer to your nearest Library branch. All donations must be packed in boxes whether dropped off at your branch or the LSC. *Attendants at our locations will not accept bags.*

Receipts for Donations

Tax laws have changed for charitable donations, but if you want a receipt, we will be happy to provide you with one at the time you drop off material or when we pick it up. You will need to fill out the paperwork. We are unable to place a monetary value on donated material.

If you cannot be home when your material is picked up and you would like a receipt, please tape a note to one of your donation boxes. We will leave a receipt form, which you will need to fill out.

Indy Library Store Book Sale Schedule (for 2027)

Our store holds public sales every other month (Feb., April, June, Aug., Oct., and Dec.) on the third weekend of those months (second weekend for December). You may donate books during a sale, but they must be in boxes (no bags). Each sale follows the same schedule:

- **Friday, Friends Night** (For Friends of the Library Only): 4 p.m. to 7 p.m.
- **Saturday**, (For Everyone): 10 a.m. to 5 p.m.
- **Monday, Half-Price Day** (all sales 50% off): noon to 7 p.m.
- **Tuesday, \$10 Bag Day** (We give you a bag, you fill it and pay \$10): noon to 7 p.m.

All book sales take place at the:

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2450 N. Meridian St.,
Indianapolis, IN 46208.
317-275-4044 | IndyLibraryStore@indypl.org

Thank you for your generosity and for your attention to these guidelines. Together we're making our community a better place to live and thrive by providing literacy and other educational programs through The Indianapolis Public Library Foundation! ***As our partner in that effort, you are appreciated!***

(Revised 10/26)