



## ★ Acceptable Materials

### FROM YOUR ART STUDIO:

- ★ art supplies: paints, brushes, pencils, pens, sketchbooks
- ★ canvas, stretchers, frames, glass sheets (less than 11" x 14")
- ★ cameras, film canisters, light boxes, backdrops, light stands, tripods, film, video equipment
- ★ studio equipment and tools
- ★ clay, sculpture tools, potter's wheels
- ★ wood pieces under 3 feet long (no splinters, mold, dirt, nails)
- ★ mat board, foam core, pre-cut mats, mat cutters
- ★ easels, drafting tables, sketch boards
- ★ rulers, drafting supplies, cutting mats, paper cutters
- ★ flat files, small art supply storage containers

### FROM YOUR LIVING ROOM:

- ★ artwork: paintings, drawings, prints, sculpture, photographs
- ★ small musical instruments (working or not)
- ★ tiny toys: plastic animals, matchbox cars, legos
- ★ vintage board games or contemporary board game pieces
- ★ posters, calendars, wallpaper
- ★ non-decorated baskets, suitcases, cigar boxes
- ★ books, magazines, and zines related to art, craft, DIY
- ★ vases and decorative containers, fake flowers
- ★ small mirrors (mirrors larger than 11" x 14" must be framed)

### FROM YOUR BUSINESS:

- ★ outdated swag, bags, signs, letters, stickers, labels, stamps
- ★ architecture and design samples, blueprints
- ★ spools, reels, cones, cardboard tubes, clean lab supplies
- ★ mannequins, display fixtures, stands, bookends
- ★ packing peanuts (not cornstarch variety and please put in a shopping bag), bubble wrap

### FROM YOUR KITCHEN:

*Items must be clean. No common recyclables. No odors or stains.*

- ★ wine corks, metal bottle caps (no plastic), pop tabs
- ★ twist ties, rubber bands, bag clasps, magnets
- ★ clean tote bags, clean brown paper bags with handles
- ★ forks, spoons (no knives and no other kitchenware)
- ★ unused Ziplock-style plastic bags

### FROM YOUR CRAFT STASH:

- ★ stationery, scrapbooking materials, stickers, organizers
- ★ leather scraps, unused foam pieces, upholstery bolts
- ★ glitter, craft kits, kid art supplies, crayons, markers
- ★ fabric larger than 1/2 yard (no clothing, clothing pieces, or fabric scraps) (please remove pins/needles)
- ★ working sewing machines, unused pillow forms
- ★ needlework, knitting, weaving, and sewing supplies
- ★ jewelry-making supplies and tools, finished or broken jewelry, watch/clock parts
- ★ gift items: wrapping paper, bows, decorative boxes, ribbon
- ★ seashells, driftwood, rocks, gems, candles, wax
- ★ doll-making supplies, handmade dolls
- ★ stained glass, mosaic pieces, chalkboards, cork boards

### FROM YOUR OFFICE:

- ★ office supplies: envelopes, folders, paper, staplers, scissors, erasers, tape, glue, clips, desk organizers, old letterhead
- ★ encyclopedias, maps, atlases, globes

### FROM YOUR ATTIC:

*Please dust items and check for mold.*

- ★ used and unused greeting cards/postcards, trophies, awards
- ★ old media, floppy disks, computer boards and pieces, wires
- ★ overhead or digital projectors, screens
- ★ vintage: curiosities, books, tins, ephemera, eye/sunglasses
- ★ working: electric typewriters, small record players, radios
- ★ snapshots, slides, filmstrips, negatives, photo albums
- ★ DVDs, record albums, CDs, cassette tapes
- ★ VHS: only blank and non-mass market movies (i.e. home movies)
- ★ fiber art, needlework, doilies, hankies, handmade items, scarves
- ★ manual typewriters and adding machines (working or not)
- ★ vintage or handmade small tree ornaments (non-glass)

### FROM YOUR GARAGE:

*No rust. No dangerous parts or chemicals.*

- ★ small, old machinery parts, gears
- ★ hardware, keys, tools in usable condition
- ★ clean plant pots (no dirt residue)
- ★ latex paints/spray paint (rust-free, with labels, mostly full)
- ★ buckets, barrels, containers, cord, wire, rope

## Very Important!

### IF YOU'RE UNSURE ABOUT ANY ITEMS, ASK YOURSELF THESE QUESTIONS:

- ✓ Is it toxic, leaking, unlabeled, rusty, or dangerous?
- ✓ Is it dirty, moldy, smelly, smoke-damaged, insect-damaged, or in bad condition?
- ✓ Is this item more appropriate for a thrift store or other type of reuse outlet? (We focus on items for art projects, craft projects, re-purposing.)
- ✓ Is this item a personal care item? Did it ever hold medication or hazardous material? Is it a used medical device?

If you answered "Yes" to any of these questions, please go to [www.pccr.org/donate/elsewhere](http://www.pccr.org/donate/elsewhere) to find appropriate locations for these items.

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## X Unsuitable Materials

- X Glass sheets larger than 11" x 14"
- X Unframed mirrors larger than 11" x 14"
- X Wood pieces longer than 3 feet
- X Fabric scraps smaller than 1/2 yard, clothing, shoes, costumes, clothing scraps
- X Household cookware and dishware, glassware, bakeware, used plastic utensils
- X Household recyclables (glass jars, food tins, plastic containers, to-go containers, egg cartons, meat/fruit styrofoam, lids)
- X Food, or containers that have ever housed food
- X Styrofoam, cornstarch packing peanuts, coolers, cold packs
- X Computers, printers, TVs, batteries, used toner/ink cartridges
- X Curtains, sheets, bedspreads, tablecloths, used pillows, towels, mattresses, mattress foam, hangers, used/new carpet
- X Finished, pre-fabricated holiday and decoration items (wreaths, trees, glass ornaments, figurines)
- X Oil-based house paint, solvents
- X Lawn equipment, hoses, sprayers, garden decor, dried flowers
- X Contemporary, mass produced kids' toys, electronic toys, dolls, stuffed animals (exception: vintage, specialty, or handmade)
- X Broken lights (xmas, light bulbs), light fixtures (exception: vintage or art lamps)
- X Makeup, personal care items, perfumes, nail polish
- X Animal cages, fish tanks, feeders, clothing, toys, food tins, bedding
- X Used medical items, syringes, needles, pill bottles
- X Mercury-containing items like thermometers
- X Fiberglass, concrete blocks, bricks, used tiles
- X Dried-up paints and adhesives
- X Cleaning products, chemicals, unlabeled substances
- X Vacuums, appliances, furniture, non-working sewing machines
- X Sports items (exception: some vintage sports items and large quantities of the same item like golf/tennis balls)
- X Cribs, playpens, bed frames (exception: dismantled vintage wooden crib pieces)
- X Contemporary electronics

Please go to [www.pccr.org/donate](http://www.pccr.org/donate) to see an up-to-date list of items that we are not currently accepting. Sometimes we must place a temporary hold on accepting certain items if we have too many at once.

### Very Important!

## HOW TO DONATE

### Do you only have one box of donations?

Come by between 11:30 AM - 5:30 PM any day of the week. Please be aware that we cannot accommodate walk-in donations of more than one box. Please do not leave donations outside our door.

### More than one box?

You'll need to make an appointment so we can prepare for your donation. The easiest way to make an appointment is to fill out our online form at [www.pccr.org/donate](http://www.pccr.org/donate)

Or, give us a call at 412.473.0100.

### Business, non-profit, or organization donation?

Please contact Barbara Moore, Materials Coordinator: [barbara@pccr.org](mailto:barbara@pccr.org).

## OUR DONATION PROCESS (It's a little different)

- On your donation day, park in front of our door to unload. Carts are available for your use.
- Bring donations to our donation desk. We'll sort out what we can and cannot accept.
- To speed up the process, please separate items as much as you can with bags, rubber bands, and clips.
- We'll return boxes, bags, and items we cannot accept back to you, and offer you a tax receipt.
- We'll be happy to give you tips about reuse options for items we cannot accept.

### Thank you for choosing reuse and for donating to us!

Just one more thing: We can always use toilet paper, paper towels, natural cleaning supplies, white multipurpose printer paper, and monetary donations! These are all tax deductible too.