

since  1912

# **MOORESVILLE**

## *Public Library*

### **Curbside Document Services**

- **Faxing**
- **Photocopying**
- **Scanning**
- **Tax Forms**

## **STEP-BY-STEP INSTRUCTIONS**

[VISIT OUR WEBSITE TO LEARN MORE](#)

**STEP #1:**  
**Call (317) 831-7323**  
**to schedule an**  
**appointment**



**STEP #2:**  
**Drive to the library on**  
**your appointment**  
**date and time**

**STEP #3:**  
**When you arrive  
at the library  
parking lot,  
call (317) 831-  
7323 to alert  
staff**



**STEP #4:**  
**Bring your document(s) to fax, photocopy,  
or scan to the round table in front of the  
library entrance**



### **STEP #5:**

**(1) Place your document(s) in the plastic container on the round table; (2) Our staff will then take the container inside to fax/photocopy/scan your document(s); (3) We will fax/photocopy/scan your document(s) WHILE YOU WAIT IN THE PARKING LOT; (4) Once completed, our staff will bring your document(s) back to the round table (in the plastic container)**



## **STEP #6:**

**Retrieve your document(s) from the plastic container (please leave the empty container on the table for our staff to retrieve)**

**Curbside Document Services are  
FREE OF CHARGE!**