



POLICY # 108 – Collection Boxes

Approved by the Board of Trustees 01/22/2019

Policy Statement:

The Library can serve as a collection point for community organizations that are soliciting non-monetary donations. Unless otherwise approved by the Director, only one organization at a time may have a collection box and the length of the collection may not be more than 30 days.

Regulations:

Organizations that want to place collection boxes at the Library must apply in writing to the Library Director. The following information must be provided:

- Name of organization
- Purpose of organization
- Local contact person (name, address, telephone, e-mail)
- Purpose of collection
- Type of item being collected
- Dates of collection
- Branches where the boxes will be placed

The organization must agree that:

- The Library is not responsible for the security of the collection box other than general surveillance. Organization personnel are responsible for checking the box and emptying it.
- The Library will determine the location of the collection box within each branch. Smaller branches may not have the space needed for a collection box.
- The organization may state that the Library is a collection point but the organization may not imply that the Library is sponsoring or endorsing the project.
- Collection boxes and their contents will become the property of the Library if they are not picked up within seven days of the project's end.

The Library reserves the right to determine whether an organization's purpose and the type of collections are acceptable. The Library Director or a designated staff member will approve the request.