



## Charity Collection Containers Policy

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The Woodridge Public Library provides an area for charity collection containers sponsored by not-for-profit community organizations that serve the needs of the Library and the Woodridge community.

### **LIMITS OF USE**

The Library will designate a limited area for charity collection containers.

The Library reserves the right to limit the number and frequency of charity collection containers. It will be at the discretion of the Library to host charity collection containers that duplicate other recently held collections for the same or similar type of items or organizations.

Collection containers are limited to a maximum period of 30 days, unless otherwise approved by the Library.

The Library reserves the right to move or temporarily remove charity containers as needed for the running of library operations.

Charity collection containers must be sponsored by a recognized non-profit organization. Sponsoring organizations must provide the names and contact information for individuals responsible for the charity collection container. Individuals taking responsibility must be 18 or older.

Requests to place a charity container must be done in writing or by email and must be approved by the Library. Charity collection containers placed without approval will be removed.

Charity collection containers must include the following information on the container: the name of the charity responsible for the container; list of items that can be donated; how the donated goods will be used.

Charity collection containers must be of a reasonable size in relation to the space available and must be professional in appearance. Containers will not be accepted if they detract from the effective use of or appearance of the space.

Sponsoring organizations must provide a mutually agreed upon plan for the drop off of the container and pick-up of accumulated items, and a final pick-up date for accumulated items and the container. Authorized representatives of sponsoring organizations must collect accumulated items as agreed to and must be available when contacted to pick-up accumulated items. Charity collection containers and any items in them left at the Library will be disposed of if not picked up within 7 days of the end of the collection period.

### **ENDORSEMENT, FAILURE TO COMPLY, DAMAGES AND LIABILITY**

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event, or viewpoint. Violation of the Charity Collection Containers policy or any other Library policy may result in a loss of collection privileges and removal of the charity collection container. The Library is not responsible for making arrangements for any items to be returned and accepts no responsibility for the loss of or damage to any charity collection container and/or any items deposited in any charity collection container.

*Library staff shall develop such rules and procedures as are necessary to ensure compliance with the Charity Collection Containers Policy.*

Approved by the Woodridge Public Library Board of Trustees on 4/18/18