

## **Non-profit Collection Box Policy**

The Reuben Hoar Library will allow non-profit groups to reserve a library-provided collection box for donated goods only when approval is secured in advance via submission of the attached application form and when approved placement meets all criteria specified below. The library cannot support the collection of cash or checks.

To reserve a library-provided collection box in the lobby of the Reuben Hoar Library, the non-profit organization must apply to and receive approval from the Library Director. Any box left without prior and explicit approval will be disposed of immediately.

Only one (1) collection box will be authorized at any given time. Approval is granted on a first-come, first-served basis, for one specified four-week maximum period. Each authorization is for the specified time period and does not imply permission for any future time period. Approval should be granted no more than once a year to any group; however, all requests will be considered and may be approved at the Library Director's discretion. An application must be submitted for each subsequent placement request.

The library strongly encourages use of its provided collection containers; however, if the needs of the collection require a larger container it must not exceed 18 inches in width. The box provided by the sponsoring group must be approved by the Library Director. A sign that clearly and neatly indicates the sponsoring organization and contact information, the purpose of the collection drive, and the collection box pick-up date must be placed on/near the library-provided collection box. All signs must be approved by the Library Director and modifications may be required until signage meets appropriate standards.

Collections are allowed for a maximum time period not to exceed four (4) weeks. The expiration date will be indicated on the applicant's copy of the approved application form. It is the responsibility of the requesting party to remove the contents of the box and signage on that date. If the collection box is not retrieved within five (5) business days following the expiration date, the box and all its contents will be disposed of. No reminder or warning will be provided.

The Reuben Hoar Library will not be held liable for loss, damage, or theft of the contents of the collection box.

Approved by  
Reuben Hoar Library Trustees  
September 19, 2013

## Reuben Hoar Library Collection Box Permit Application

Please complete this form and submit to the Library Director.

Non-profit community organizations may use a library-provided collection box in the library lobby only with the prior approval of the Library Director for a maximum period not to exceed 4 weeks. Organizations should request a collection box only once per calendar year; however all request will be considered.

**Name of non-profit organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact/Organization Website:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date** (maximum 4 weeks from start date): \_\_\_\_\_

**Describe the type of items to be donated, audience(s) to be served, and the signage to be used:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Detail how/when the collection box will be regularly emptied:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

### For internal use only

Date application received:

Contacted:

Approval/Denial:

Appointment to review collection box signage:

Signage modifications (if any):

Start/End Dates:

Disposal Date (if applicable):

Initialed: