

Collection Box Application



The Library can serve as a collection point for community organizations that are soliciting donations. As a rule, only one organization at a time may have a collection box and the length of the collection may not be more than 30 days. The Library reserves the right to determine whether an organization's purpose and the type of collection are acceptable. The Executive Director or a designated staff member will approve the application.

Name of organization: _____

Purpose of organization: _____

Contact person: _____

Address: _____

Telephone: _____ Email: _____

Purpose of collection: _____

Type of item(s) being collected: _____

Dates of collection: _____ - _____

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.
- 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 not picked up within five working days after the project ends will become the property of the Library.

For Office Use

Approved: Yes No: _____

Staff initials: _____ Date: _____