

## **Charitable Collection Policy**

**Approved: December 15, 2014**

**Next Review: December 2016**

The Lower Providence Community Library, as a community service, provides space within the Library so that community members and not-for-profit organizations may request donations of items for charitable purposes. The Library requires that these collection efforts be governed by the regulations listed below. Solicitation of monetary donations is not permitted.

The Library neither endorses nor sponsors the individuals or organizations performing the charitable collection.

### **Regulations:**

- The Library Director will determine if and when charitable collections may occur.
- The duration of these events will be no longer than one month.
- The Library retains the right to refuse any charitable collection request. Basis for refusal may include but is not limited to size, content, appearance of the collection receptacle/box, space limitations, or duplication of a library-sponsored collection effort.
- Collections may be prohibited based on safety considerations.
- Only one charitable collection effort may occur at a time.
- Organizations/individuals requesting a charitable collection event must apply in writing using the Charitable Collection Request form. Requests may be submitted up to 2 months in advance.
- Charitable collections which benefit Lower Providence Township's residents and organizations will be given preference.
- All charitable collection receptacles must display the name of the sponsoring organization/individual, the purpose of the collection, and the beginning and end dates of the collection period.
- The collection receptacle will be located in the Library foyer.
- The Library is not responsible for the security of the collection receptacle.
- Sponsoring organization personnel are responsible for checking and emptying the receptacle on a regular basis.
- The sponsoring organization/individual may state that the Library is a collection point but may not imply that the Library is sponsoring or endorsing the project.
- Collection receptacles and their contents not picked up within five working days after the project ends will become the property of the Library and may be disposed.
- The Lions Club eyeglass collection box is a year-round collection effort, thus not subject to the time limitations listed above or included in the count of collection efforts.

## Charitable Collection Policy

Approved: December 15, 2014

Next Review: December 2016

### Charitable Collection Request

Name of Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested Dates of the Charitable Collection: \_\_\_\_\_

Brief description/explanation of purpose of the Charitable Collection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate size of the Collection Receptacle(s):

\_\_\_\_\_

I have reviewed and understand the Charitable Collection policy.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Staff use only

Approved: \_\_\_\_\_

Date of installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_