

## CHARITABLE COLLECTION BOXES

### **Background:**

The library is willing to serve as a drop-off place for people collecting goods for charitable causes such as Circle of Hope, Cradles to Crayons, and other nonprofits. The following policy must be followed.

### **Policy:**

Needham residents may put collection boxes in the library for the purpose of collecting goods for charitable causes.

### **Regulations:**

The person doing the collecting must be a Needham resident or the charity must be Needham-based.

The charity must be a recognized nonprofit, preferably a 501 C 3 establishment.

The person doing the collecting must call the library director to make an advance reservation for his/her collection box (one) to be placed in the library. The library director will maintain a collection box schedule. A duplicate of the schedule will be posted at the circulation desk and the reference desk.

Collections are limited to one box.

Collection boxes may be placed at the library for a maximum of three weeks.

The preferred collection box location is on the first floor, beside the door to the drop boxes, in front of the glass.

At the library director's discretion, a second person/group may place a box in the Highland Avenue entrance lobby—one box for a maximum of three weeks.

It is ok to attach a publicizing sign on the glass above the box.

The library cannot field questions concerning details of drop-off contents.

No hazardous materials or perishable food may be collected.

The library reserves the right to reject collection boxes from organizations, based on space considerations or other concerns which may adversely impact the library.

The library assumes no responsibility for the items collected.