

## **Charity Collection Containers Policy**

The Homer Township Public Library District ("Library") provides limited space for charity collection containers sponsored by not-for-profit community organizations and local businesses that are either located within the Library District boundaries or whose activities directly benefit the Library District's community.

The Executive Director, as the policy administrator for the Board, may exercise reasonable discretion in determining what use is in the best interest of the Library and may approve, deny, or remove containers.

### **Priority for Use**

- The Library shall have first priority for the use of all areas within the facility.
- Organizations and businesses based within the Homer Township Public Library District will be given priority consideration.
- Outside organizations or volunteer projects that directly benefit the Library District's community may be considered, at the discretion of the Library.
  - This includes volunteer projects by Library cardholders or recognized youth organizations (e.g., Eagle Scouts) that benefit the Library District community.
  - Such projects must be approved in advance by Library administration.

### **Designated Collection Areas**

- The Library will designate areas for approved charity collection containers.
- These areas are intended to maintain safe and efficient use of Library space.
- All other areas of the Library are reserved for Library operations and use.

### **Outside Organization Requests**

Requests to place charity collection containers or conduct donation drives on Library property must come from organizations based within the Homer Township Public Library District and/or whose activities directly benefit the Library District's community.

All written, printed, or electronic marketing or publicity materials related to these collections must clearly include the following language. It must appear in the same font size as the location (Homer Township Public Library District) is listed and be placed immediately after the location statement:

*"This program or event is not sponsored or endorsed by the Homer Township Public Library District."*

### **Prohibited Collections and Limits**

The following types of charity collection containers will not be permitted on Library property:

- Collections for personal or commercial solicitation, fundraising, or recruitment.
- Containers promoting or opposing political parties, candidates, or ballot issues.
- Containers that advertise or sell commercial products or services, except that containers may display the name of a sponsoring business.
- Collections advocating positions on public issues or containing material not suitable for viewing by minors.

- Containers that violate local, state, or federal laws, or that promote discrimination, hatred, or harassment toward any individual or group.
- Containers must fit within the designated location.

**Items not acceptable for donation may include, but are not limited to:**

- Used shoes or clothing in poor condition
- Expired or unused medications, supplements, or medical products
- Perishable food items not approved by the Library
- Any items deemed unsafe or unsuitable by Library staff

**Donation and Pickup Requirements**

A representative of the sponsoring organization must be available to pick up donations that exceed the capacity of the collection box on a timely basis.

All written, printed, or electronic marketing materials must clearly state:

*“Due to limited space, the Library cannot accept large donations in a single delivery.”*

**Limits on Outside Organization Requests**

Approved outside organization requests for charity collection containers may occur only once per calendar year per organization, unless part of a Library-coordinated collection or program.

Volunteer projects (e.g., Eagle Scout projects or Library cardholder service projects) are considered separately and do not count toward the one-time-per-year limit, but they must still be approved in advance.

Approval of any request is at the discretion of the Library; the Library may decline requests at any time, regardless of prior approvals or submitted requests.

Due to continuous collections for the Library’s micro pantry, there may be times when no additional outside charity boxes are approved. Approval is not guaranteed.

**Procedures**

Approved sponsoring organizations must provide contact information for individuals responsible for maintaining the collection container.

Containers must be of reasonable size and clean.

Containers must not obstruct access, create hazards, or detract from the appearance of Library spaces.

Authorized representatives must collect donated items within 24 hours of Library notification. Items left after two (2) days of the collection end date may be disposed of by the Library.

To ensure consistency and compliance with Library policies, the Library will create all signage for approved charity collection containers and drives.

Each Library created sign will include the following information:

- The name of the sponsoring charity or organization

- A list of accepted donation items
- A brief statement describing how donations will be used
- The collection end date
- Website or contact information for the sponsoring organization

All signage will also include the Library's required non-endorsement statement:

*"This program or event is not sponsored or endorsed by the Homer Township Public Library District."*

All signage will also clearly state:

*"Due to limited space, the Library cannot accept large donations in a single delivery."*

Organizations may not post or distribute any additional signage or promotional materials in the Library without prior approval. Additional approved signage will be displayed on the Library's Bulletin Board located in the Copy Room.

### **Endorsement**

Hosting or approving a charity collection container does not constitute endorsement by the Homer Township Public Library District, its staff, or its Board of Trustees of any organization, product, service, activity, or viewpoint.

### **Additional Considerations**

Branding: Marketing materials must include the non-endorsement and space limitation statements.

Security: While the Library provides space, it is not responsible for the security of items placed in collection containers.

Community Impact: Collections should have a direct and positive impact on the Library's community.

### **Library-Coordinated Collections/Programs**

The Library may independently organize or coordinate charitable collections or drives that align with the Library's goals and community values. Examples include—but are not limited to—drives for national disaster relief, military support, or community awareness days.

### **Failure to Comply**

Violation of this policy or failure to adhere to Library rules may result in immediate removal of the container and suspension of hosting privileges.

### **Damages and Liability**

The Library is not responsible for lost, stolen, or damaged items placed in charity collection containers. Any individual, group, or organization using Library space for a collection shall be held responsible for willful or accidental damage to Library property and shall indemnify and hold harmless the Homer Township Public Library District, its officers, agents, and employees from any resulting claims or damages.