

Non-profit Collection Box Policy

The M.G. Parker Memorial Library will allow non-profit groups to place a collection box for donated goods in the main entryway to the library. In order to reserve a spot for a collection box, non-profit organizations or individuals should fill out the attached application form. The library cannot support the collection of cash or checks.

To reserve a collection box in the entrance of the M.G. Parker Memorial Library, the non-profit organization or individual 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. Priority will be given to local organizations and individuals. Students under the age of 16 who wish to reserve space for a collection box should have a parent or teacher/group leader co-sign the form below.

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, space permitting, 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 collection container must not exceed 18 inches in width. 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 collection box.

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 M.G. Parker Memorial Library will not be held liable for loss, damage, or theft of the contents of the collection box.

Approved by
M.G. Parker Memorial Board of Library Trustees
Date: February 12, 2014

M.G. Parker Library Collection Box Permit Application

Please complete this form and submit to the Library Director.

Non-profit community organizations may reserve space for a collection box in the library's main entranceway 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: _____

Age: _____

Parent Signature if under 16: _____

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:

Start/End Dates:

Disposal Date (if applicable):

Initialed: