

## Charity Collection Container

The Indian Trails Public Library District provides limited areas for charity collection containers sponsored by, or designed to benefit, not-for-profit community organizations to serve the needs of the Library's community.

### Priority for Use

The primary purpose of the Library's charity collection containers is to provide a collection point for items that are deemed beneficial to the residents who live within the Library's boundaries. Priority for the containers is as follows:

- Organizations with which the Library has a partnership with.
- Organizations that reside within the Library's boundaries.
- Organizations that reside outside the Library's boundaries, but serve residents within the Library's service area.

### Limits

The Executive Director may exercise reasonable discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly.

- Only one charity collection container may be in use at any given time.
- Organizations are permitted to use the charity collection container once per year.
- If the Library is currently hosting a charity collection container for a particular item or organization, it will be at the discretion of the Executive Director to host additional charity collection containers for the same or similar type of items or organizations.
- Collection containers are limited to a maximum period of 30 days, unless otherwise approved by the Executive Director.
- The organization must use the collection container provided by the Library.
- The collection container will be housed in the vestibule of the Library, unless determined otherwise by the Library.

### Endorsement

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint.

### Failure to Comply

Violation of the Charity Collection Container Policy may result in a loss of hosting privileges and removal of the charity collection container.

### Damages and Liability

- Once deposited in the collection containers donated items will not be returned to the donator.
- The Library accepts no responsibility for the loss of or damage to any items deposited in any charity collection container.
- It is the responsibility of the charitable community organization collecting donated items to make arrangements for their pick-up from the Library.
- Any individual, group or organization picking up donated items will be held responsible for damage to Library property associated with said pick-up.