

## Non-Profit Collection Box Policy

Plumb Memorial Library  
Rochester, Massachusetts

Plumb Memorial Library will allow non-profit groups to provide a collection box for donated goods only when approval is secured in advance via submission of the attached application and when approved placement meets all criteria specified below. The library cannot support the collection of cash or checks.

To reserve a space for a collection box, the non-profit organization must apply using the attached form. Any box left without prior and explicit approval will be disposed of immediately. 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.

Approval is granted for collections on a first-come, first-served basis, for one specified four-week maximum period unless a specific timeline is agreed upon with the Library Director. Each authorization is for the specified time period and does not imply permission for any future time period.

The collection box is to be provided by the organization and allowable size is determined by the Library Director. The non-profit organization should label the box with a sign (8 ½ by 11) that clearly and neatly indicates the sponsoring organization and contact information, the purpose of the collection drive, and the collection box pick-up date. All signs must be approved by the Library Director and modifications may be required until signage meets appropriate standards.

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 three (3) business days following the expiration date, the box and all its contents will be disposed of. No reminder or warning will be provided.

The organization is responsible for monitoring their collection box throughout their collection period, emptying them when they are full, and picking up all donations by the end of the scheduled collection period. Failure to monitor/maintain boxes and pick up donations in a timely manner may result in a loss of hosting privileges in the future and/or removal of the collection box. The Library Director at any time has the discretion to request removal before the end date for any reason.

The library staff are *not* responsible for monitoring, maintaining, or emptying items in collection boxes or preventing library patrons from taking items from the box.

Hosting a box for collecting donations does not imply endorsement by library staff or the Board of Library Trustees of any product, service, activity, event, or viewpoint.

***The Board of Library Trustees reserves the right to amend this policy at any time.***

Adopted by the Joseph H. Plumb Memorial Library Board of Trustees on December 2, 2024

***Non-Profit Collection Box Application***

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

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

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

Contact Name & Phone Number: \_\_\_\_\_

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

Start/End Dates: \_\_\_\_\_

Description of activity and what will be collected:

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

How Often Will the Box Be Emptied: \_\_\_\_\_



For Library Staff Only

Circle One: Approve / Deny

Director's Signature: \_\_\_\_\_

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