ELMHURST
PUBLIC LIBRARY

Collection Drive Policy

Policy:

The Library designates an area in the Lobby for collection drives sponsored by, or designed to benefit charitable organizations. The Library Director or their designee determines what is an appropriate collection drive to host at the Library.

Procedures:

- The Library will Provide a single collection container and signage identifying the collection criteria. These must be used for the drive unless an alternative arrangement is approved by the Director or their designee.
- Only one collection drive may take place at a time, and organizations are permitted one drive per year.
- Collection is limited to a maximum period of 30 days, unless otherwise approved by the Library Director or designee.
- Hosting a collection drive does not imply endorsement by the Library of any product, service, activity, event, or viewpoint.
- Once deposited in the collection container, donated items will not be returned to the donor.
- The Library accepts no responsibility for the loss of or damage to any items deposited in any collection drive container.
- It is the responsibility of the organization collecting donations to make arrangements for their prompt pick up as needed throughout the drive to avoid overflow.