

The purpose of this policy is to provide Non-Profit organizations within our community a central drop off location for items that are being collected, including but not limited to BoxTops for Education, Recyclable Ink Cartridges and retired United States flags. It is our hope that community members will utilize our location to support these non-profit organizations.

It is the intent of the library to be available for collecting items, but will not be responsible for delivering items to the non-profit. Someone from the organization will need to leave contact information so library personnel can reach them when the basket/box containing collected items reaches capacity.

All requests to collect items must have approval by authorized staff or Board of Trustees.

June 2015

Reviewed March 2019