

C16. CHARITY COLLECTION CONTAINER POLICY

POLICY:

As part of the Park Ridge Public Library's commitment to community engagement, the Library provides limited areas for non-cash charity collection containers sponsored by, or designed to benefit, local non-profit community organizations.

RULES:

1. Priority for Use:
 - a. Library sponsored collections
 - b. Collections by non-profit organizations based in Park Ridge
 - c. Collections by other non-profits
2. Limits of Use: Charity collection containers that promote political parties or candidates, that violate any local, state, or federal law, or that incite violence or promote hatred toward or discrimination against any individuals or groups will not be allowed. At the discretion of the Library Director, the Library reserves the right to limit the number of charity collection containers. A donation container cannot be in the library for more than 30 days at a time.
3. Procedures: Organizations wishing to place collection container in the Library must submit an application which can be found on the Library's website at <https://www.parkridgelibrary.org/services/>. Collection containers placed without prior approval will be removed. In order to have a request considered, an application must be completed at least two weeks in advance. Completed applications should be returned to the Business Office for review by the Library Director. Approval of an application is at the discretion of the Library Director or their designee.
 - a. The organization requesting placement of a collection container must provide a durable receptacle and signage indicating the name of the charity, a list of items that can be donated; how the donated goods will be used. The Library reserves the right to edit or remove signage if deemed inaccurate or in violation of the Conduct in the Library policy. The Library is not responsible for the security of the collection box or its contents. The Library will determine the placement of the container.
 - b. Authorized representatives must make arrangements with the Library Director or Facilities Manager for pick-up and are responsible for emptying the container on a regular basis during the collection period. Collection containers and any items in them will become the property of the Library if not picked up within 7 days of the end of the collection period.
 - c. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.

- d. The Library will not issue acknowledgements of donations made to collection containers.
4. Hosting a container does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint. The organization may state that the Library is a collection point but not that the Library is sponsoring or endorsing the project.
5. Any appeals for changes to, or exceptions to, any portion of the Charity Collection Container policy will be considered. An organization wishing to file an appeal shall submit it to the Library Director in writing. The Director will respond in writing.

Reviewed March 16, 2026

Approved November 15, 2022