



## CHARITY COLLECTION

The Lemont 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 and the Lemont community. Use of areas for charity collection containers is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director as the executor of the policy for the Board of Trustees may exercise reasonable discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the limited areas for charity collection containers by individuals and/or groups whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### PRIORITY FOR USE

The primary purpose of the Library’s limited areas for charity collection containers is to promote and supplement the services, activities, and programs of the Library. As such, the Library will have first priority to the use of all areas in the library.

Organizations based in the District will be given priority.

The Library will designate limited areas in the entryway.

All other areas are exclusively for library use.

### LIMITS OF USE

The Library reserves the right to limit the number of simultaneous charity collection containers.

The Library reserves the right to limit the frequency of charity collection containers.

If the Library is currently hosting a charity collection container for a particular item or organization, it will be at the discretion of the Library 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 Library Director.

The following types of charity collection containers will not be displayed:

- Charity collection containers with items for sale and/or regarding paid services;
- Charity collection containers that advertise or sell personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Promotions of fundraising by area non-profit organizations based in the District may be permitted.

- Charity collection containers promoting political parties or candidates, or those advocating any other issue on the election ballot;
- Charity collection containers that advocate a position on a public issue;
- Charity collection containers that violate any local, state, or federal law, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity;
- Charity collection containers that are not suitable for viewing by minors;
- Charity collection containers that incite violence or that promote hatred toward or discrimination against any individuals or groups of individuals.

## PROCEDURES

Requests to place a charity collection container must be approved by the Library Director. Charity collection containers placed without approval will be removed.

Sponsoring organizations must provide the names and contact information for individuals responsible for the charity collection container.

Charity collection containers must include the following information on the container: the name of the charity responsible for the container; list of items that can be donated; how the donated goods will be used.

Charity collection containers must be of a reasonable size in relation to the space available and will not be accepted if they detract from the effective use of the space or detract from the appearance of the space.

Signage in languages other than English must be accompanied by an English language version.

Authorized representatives of sponsoring organizations must be available when called for pick-up of accumulated items. These items must be picked up within 24 hours from time of call.

Charity collection containers and any items in them left at the Library will be disposed of if not picked up within 7 days of the end of the collection period.

## 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 Containers Policy may result in a loss of hosting privileges and removal of the charity collection container.

## DAMAGES AND LIABILITY

The Library is not responsible for making arrangements for any posted items to be returned and accepts no responsibility for the loss of or damage to any charity collection container and/or any items deposited in any charity collection container.

Any individual, group or organization using areas for charity collection containers shall be held responsible for willful or accidental damage to library property.

Reviewed and approved: February 26, 2024