



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 is authorized to administer this policy and may exercise reasonable discretion in determining whether a proposed charity collection container is in the best interest of the Library. The Library Director may limit or deny use of charity collection container areas when activities interfere with Library operations, create safety or security concerns, disrupt public use of the Library, or are otherwise inconsistent with this policy. 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 may designate limited areas within the entryway or other approved locations for charity collection containers.

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, duration, and scheduling 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 candidates, political parties, ballot initiatives, or election campaigns;
- Charity collection containers whose primary purpose is political advocacy, lobbying, or election-related activity;
- 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 contain material that would reasonably be considered inappropriate for minors in a public library setting;
- Charity collection containers that incite violence or that promote hatred toward or discrimination against any individuals or groups of individuals.

REQUIREMENTS

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 should 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.

Charity collection containers must not obstruct ingress, egress, accessibility, or routine Library operations.

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

Authorized representatives of sponsoring organizations must be available for pick-up of accumulated items.

Collection containers placed in publicly accessible areas may be subject to public interaction, including the removal or deposit of items, and the Library cannot guarantee the security of donated materials.

Charity collection containers and any items in them left at the Library may be removed or 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; May 12, 2026