

# UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	01/11/2018
Next Review:	1 <sup>st</sup> Qtr 2020
Reviewed	01/11/2018
Original:	02/08/2014

## CHARITABLE DRIVES

### I. POLICY

- A. The purpose of this policy is to define charitable drives permitted in the library.
- B. The library will allow use of its facility for charitable drives by the following organizations:
  - 1. Registered 501 (c) (3) non-profit organizations located in Upper Moreland Township,
  - 2. Chapters of national 501 (c) (3) organizations located in Upper Moreland Township,
  - 3. Departments of Upper Moreland Township,
  - 4. Upper Moreland Township School District,
  - 5. Upper Moreland Township athletic clubs,
  - 6. Upper Moreland chapters of national service organizations,
- C. The library will allow use of its facility for charitable drives under the following conditions:
  - 1. Contact information for the person responsible for the collection must be provided.
  - 2. Collection containers should not exceed 18" square and 32" high, and must be in good condition and maintained regularly.
  - 3. The director will assign the location of the collection container.
  - 4. Collection containers may remain for a maximum of sixty days based on availability of space. Requests for extensions will be considered by the director.
  - 5. Signage related to the collection container must be clearly labeled with the name of the organization and may not reflect a religious point of view or a partisan political position.
- D. Collection containers not in compliance with this policy will be immediately removed.
- E. Neither the LIBRARY board nor the staff of the LIBRARY advocates or endorses any viewpoints of the organizations.

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- F. The library is not responsible for theft or damage to the material in the collection container. A release form shall be provided, to be signed by the responsible person of the organization, relieving the library of responsibility for theft or damage.
  - G. The organization shall be responsible for setting up the collection container and removing the items.
- II. DEFINITION: N/A
- III. RESPONSIBILITY: The director shall establish necessary procedures.