Schertz Public Library

Non-Profit Collection Box Policy

Purpose

The Schertz Public Library will allow non-profit groups to leave a collection box for donated goods only when approval is secured in advance via submission of the attached application form and when approved placement meets all criteria specified below. The library supports only non-monetary donations for community-focused charitable causes. Collection of funds is prohibited.

To place a collection box for a non-profit organization, the organization or individual must apply and receive approval from library management at least two weeks prior to the placement of the collection box. Any box left without prior and explicit approval will be disposed of immediately.

Only (1) collection box will be authorized at any given time. Approval is granted on a first-come, first-served basis, for one specified four-week period. Each authorization is for the specified period and does not imply permission for any future collections. Approval will be granted no more than once per calendar year to any group; however, all requests will be considered and may be approved at library management's discretion. An application must be submitted for each subsequent placement request.

Guidelines for Non-Profit Collection Boxes

1. The collection box should be placed in a designated public area; final decision on box location will be made by library management.
2. The non-profit organization should provide a box and a sign (8.5 X 11) that clearly and neatly indicates the sponsoring organization, contact information, the purpose of the collection drive, and the collection box pickup date. All signs and boxes must be approved by library management and modifications may be required until signage/boxes meet appropriate standards.
3. Collection boxes are allowed for a maximum period not to exceed (4) weeks. The expiration date will be indicated on the applicant's copy of the approved application form. It is the responsibility of the requesting party to remove the contents of the box and signage on that date. If the collection box is not retrieved within five (5) business days following the expiration date, the box and all its contents become the property of the Library and will be discarded. No reminder or warning will be provided.
4. Community partners are responsible for monitoring their collection box throughout their collection period, emptying them when they are full, and retrieving the box at the end of the agreed upon collection period.

5. Publicity and press releases prepared by the patron must be submitted to library management for approval prior to being displayed, shared online, or mailed out.

The Schertz Public Library will not be held liable for loss, damage, or theft of the contents of the collection box.

The organization may state that the library is a collection point but not that the library is sponsoring or endorsing the project. Hosting a box/container for collecting donations does not imply endorsement by the City of Schertz, library staff, or the Library Advisory Board of any product, service, activity, event, or viewpoint.

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