

**MNG-21 – Donation Containers**

**Effective: November 14, 2022**

**Policy Statement:** As part of the Camden County Library's commitment to community engagement, space is provided in the Library for organizations to place donation containers to collect items for causes that benefit the community.

**Regulations**

1. Donation containers may be placed in a Library branch with prior approval of the Library Director or designee.
2. State and county departments or agencies, schools in member communities, and non-profit partner organizations of the Camden County Library may place donation containers in the Library.
3. All requests must be submitted to the Library Director or designee on a Donation Container Application.
4. No containers that hold monetary donations will be accepted.
5. Due to space limitations, the Library will only approve one (1) donation container at each branch at the same time. Organizations will be scheduled on a first come, first served basis.
6. The County agency or organization requesting the placement of a donation container must provide a large durable receptacle which clearly states the name of the organization that is sponsoring the collection drive and what items are needed.
7. The collection period will be no longer than 30 days.
8. The Library is not responsible for the security of the donation container.
9. The Library will determine the location of the donation container.
10. Unless approved to do so by the Library Director or designee, an organization, department, or agency may advertise the Library is a collection point but not that the Library is sponsoring or endorsing the project.
11. Unless approved to do so by the Library Director or designee, organizations, departments, and agencies may not use the Library's branding on the donation container, advertisements, websites, or social media posts.
12. Organization personnel are responsible for emptying the donation container as specified by the Library Director or designee during the collection period.
13. Donation containers not picked up within five (5) business days after the project ends will become the property of the Library.
14. The Library reserves the right to adjust or cease collections at any time.