



**BARTLETT PUBLIC LIBRARY DISTRICT
SOLICITING DONATIONS IN THE LIBRARY POLICY**

Community groups may request that a donation collection repository be set up in the Library lobby for one calendar month each year. The Library Board of Trustees must give approval if a community group wishes that its donation collection repository be in the lobby for more than one month. Organizations must supply the library with the name(s) and telephone number of the persons connected with the sponsoring organization. Organizations must use the collection box provided by the library and must provide the library with a sign, naming the organization and items to be collected. This sign must conform to standards set by the library. The location of the collection box in the library is also determined by the library staff.

Only one display will be allowed in the lobby per calendar month. The donation display repository is the full responsibility of the sponsoring organization. The sponsoring organization must empty the donation repository in a timely manner and remove their sign at the end of the agreed upon period. Failure to comply with any of these requirements may result in the removal of the donation display before the end of the agreed upon period.

The Bartlett Public Library District does not allow the collection of monetary donations for outside organizations in the library building or on its grounds.