POLICY ON CHARITABLE COLLECTIONS IN PUBLIC LIBRARY AREAS

Charitable collections refer to events where contributed goods are gathered for groups or organizations where the purpose is to benefit the organization. The following policy outlines which persons or organizations may use designated library space for such purposes and the procedures for collecting the goods.

POLICY

When members of the university community wish to collect contributions for charitable organizations, the following points must be met.

- The charity is legitimate and with a local presence. This may be verified with a tax identification number or checked against the annual SECA donation list.
- The event is sponsored by a university faculty, staff or student organization (registered through the Office of Student Activities).
- The collection timeframe is of short duration, ie. a few weeks, not an entire semester.
- The person or group proposing the event is responsible for all aspects of set up, collection, maintenance, clean up, etc.
- Containers for collection will be placed outside of the security gates in the atrium.

The Library reserves the right to add additional locations.

Created: 11/2010, Updated: 8/2011
Approved by Dean of University Libraries