



## **Charity Collection Containers**

The Morton Grove Public Library provides limited areas for charity collection containers sponsored by, or designed to benefit, not-for-profit community organizations that serve the needs of the Library's community.

Hosting a charity collection container does not imply endorsement by Library staff or the Library Board of Trustees of any product, service, activity, event, or viewpoint.

### **Priority for Use**

The Library will have first priority in the use of all areas of the Library building and grounds.

The primary purpose of the charity collection containers is to provide a collection point for items that are deemed beneficial to Morton Grove residents. Priority for the containers is as follows:

- Organizations with which the Library has a partnership.
- Organizations that are located within the Library's boundaries.
- Organizations that are located outside of Morton Grove but serve Morton Grove residents.

### **Limits**

The Executive Director or their designee may exercise reasonable discretion in determining what is considered an appropriate use for a collection container.

- The Library will designate limited areas in the entrance vestibules for charity collection containers.
- Only one charity collection container in each entrance vestibule may be in use at any given time.
- Organizations are permitted to use the charity collection once per year.
- If the Library is currently hosting a charity collection container for a particular item or organization, it will be at the discretion of the Executive Director to host additional charity collection containers for the same or similar type of items or organizations.
- Collection containers are limited to a maximum period of one (1) month unless otherwise approved by the Executive Director or their designee.
- The Library is not responsible for monitoring, maintaining, or emptying items from the collection containers.

The following types of charity collection containers will not be displayed:

- Collection containers with items for sale and/or regarding paid services.
- Collection containers that advertise or sell personal or commercial items or services or for personal or commercial solicitation, fundraising, or recruitment.
- Collection containers promoting political parties or candidates, or those advocating any other issue on the election ballot.
- Collection containers that advocate a position on a public issue.
- Collection containers that violate any local, state, or federal law or Morton Grove Public Library policies.

- Collection containers that are not suitable for viewing by minors.
- Collection containers that incite violence or that promote hatred toward or discrimination against any individuals or groups of individuals.

Violation of the Charity Collection Container Policy may result in loss of hosting privileges and removal of the charity collection container.

### **Procedures**

Requests to place a charity collection container must be approved by the Executive Director or their designee. Charity collection containers placed without prior approval will be removed.

Charity collection containers must be in good condition and of a reasonable size in relation to the space available. Containers will not be accepted if they detract from the effective use of the space or detract from the appearance of the space.

Charity collection containers must include the following information on the container: the name of the charity responsible for the container and the types of items that can be donated.

Sponsoring organizations must provide the names and contact information for individuals responsible for the container. Authorized representatives of sponsoring organizations must be available when called for pick-up of accumulated items. These items must be picked up within 48 hours of the time of call.

Donated items deposited in the collection container will not be returned to the donor. It is the responsibility of the charitable organization collecting donations to arrange for their prompt pickup from the Morton Grove Public Library at the end of the one (1) month period.

The Morton Grove Public Library cannot store donations. Collection container contents must be picked up within 5 working days after the donation period ends.

[Charity Collection Container Request Form](#)