Policy 4003 Charitable Collection of Goods

Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

ARTICLE 1. INTRODUCTION

Warren-Newport Public Library (WNPL) accepts applications from eligible nonprofit organizations to host a temporary charity collection of goods only (Exhibit A). No monetary donations may be solicited or collected on WNPL property including by the nonprofit organization or by WNPL staff.

Permission to place a collection container at WNPL does not constitute endorsement by WNPL staff or the Board of Trustees of any product, service, program, activity, event, or viewpoint.

ARTICLE 2. SCHEDULING OF COLLECTIONS

WNPL will host up to four (4) charity collections per calendar year, with one (1) nonprofit organization selected per quarter. WNPL reserves the right to limit the collection period to a maximum of thirty (30) days, and to determine the specific start and end dates.

ARTICLE 3. RESPONSIBILITY AND ENFORCEMENTS

The Executive Director (or designee) has the authority to determine whether the proposed collection is appropriate and consistent with this policy and is authorized to approve, deny, or discontinue a collection accordingly.

Violation of this Policy may result in removal of the collection container and loss of future hosting privileges.

WNPL accepts no responsibility for the loss of, damage to, or deterioration of items deposited in the collection container.

Any individual, group, or organization retrieving donated items is responsible that pickup occurs in a manner that does not damage WNPL property associated with the pick-up process.

ARTICLE 4. GUIDELINES

WNPL will designate an area in the library for charity collection that is sponsored by, or benefits nonprofit organizations serving the needs of WNPL's community.

Eligible organizations include:

- Organizations located with the Warren-Newport Public Library District (WNPLD)
- Organization located outside WNPLD that provides services benefiting residents within WNPLD

The organization must use the collection container provided by WNPL, unless otherwise determined by WNPL. The collection container will be placed in the WNPL Lobby.

WNPL may also provide one (1) six-foot table for the selected organization to display informational material and photographs related to the organization and the intended use of the donated items. No containers, envelopes, QR Codes, links, or signage may be displayed for the purpose of soliciting or collecting monetary donations.

Donated items will not be returned to the donors. The organization is responsible for arranging prompt pick-up of donations at the end of the collection period. If the collection container becomes full before the end of the collection period, WNPL will notify the organization to retrieve items currently in the container. WNPL cannot store donations.

Items not retrieved within five (5) business days after the collection ends become the property of WNPL.

Adopted: August 16, 2022
Reviewed/Revised: May 19, 2026*
*Title changed from Non-Profit Organization Charity Collection Container

Warren-Newport Public Library District
Lake County, Illinois

CHARITABLE COLLECTIONS OF GOODS APPLICATION

Warren-Newport Public Library (WNPL) can serve as a temporary collection point for nonprofit organizations to solicit donations of goods. No monetary donations may be solicited or collected on WNPL property. Only one (1) organization can host a collection at a time, and the length of the collection may not be more than thirty (30) days.

Organizations wishing to collect donations at WNPL must apply in writing by completing this application and submitting it to the Executive Director (or designee) of WNPL for approval. WNPL will host a total of four nonprofit organization collections per year, allowing one (1) organization per quarter. Organizations can only hold one (1) collection in a twelve-month (12-month) period.

Date of application: _____

Name of organization: _____

Purpose of organization: _____

_____

Purpose of collection: _____

_____

Type of item(s) being collected: _____

_____

_____

Dates of collection: _____

Name of local contact person #1: _____

Address: _____

Phone: _____

E-mail: _____

Name of local contact person #2:

Address: _____

Phone: _____

E-mail: _____

Nonprofit organizations must agree to the following conditions:

- WNPL is not responsible for the security of the collection container other than general surveillance. Organization personnel are responsible for checking the container and emptying it.
- WNPL will determine the location of the WNPL provided collection container.
- The nonprofit organization may state that WNPL is a collection point but may not imply that WNPLD is sponsoring or endorsing the project.
- Collected donations not picked up within five (5) working days after the project ends will become the property of WNPLD.

WNPLD reserves the right to determine whether an organization's purpose and the type of collection are acceptable. The Executive Director or a designated staff member will approve the application.

_____ _____

Nonprofit organization authorized signature Date

Approved Date: _____

_____

Executive Director or designated staff signature