

BRADLEY PUBLIC LIBRARY DISTRICT  
PUBLIC USE OF THE LIBRARY POLICY

**SECTION 5: LIBRARY SERVICES**

**Part 9- Charity Containers**

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

**Priority for Use**

The primary purpose of the Library's limited areas for charity collection containers is to promote and supplement the services, activities, and programs of the Library. As such, the Library will have first priority to use all areas in the library. Organizations serving resident of the Village of Bradley will be given priority.

**Limits**

The Library will designate limited areas in the Vestibule.

The Library reserves the right to limit the number of simultaneous charity collection containers and frequency.

Collection containers are limited to a maximum period of 30 days, unless approved by the Director.

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

- Containers with items for sale and/or regarding paid services;
- Containers that advertise or sell personal or commercial services or for personal or commercial solicitation, fundraising, or recruitment;
- Containers that promote political parties or candidates, or those advocating any other issue on the election ballot;
- Containers that advocate a position on a public issue;
- Containers that are not suitable for viewing by minors;
- Containers that incite violence or that promote hatred toward or discrimination against any individuals or groups of individuals;
- Containers that violate any local, state, or federal law, including but not limited to those concerning copyright, fraud, privacy, or obscenity.

**Procedures**

Requests to place a charity collection container must be approved by the Director. Containers placed without approval will be removed.

Sponsoring organizations must provide the names and contact information for individuals responsible for the charity collection container. Authorized representatives must be available within 24 hours when called for pick-up of accumulated items. Containers and any items left at the Library will be disposed of if not picked up within 7 days of the end of the collection period.

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Charity containers must include the following information: name of the charity/organization responsible for the container, list of items that can be donated, and how the donated goods will be used. Small collection containers will be provided by the Library. In limited circumstances, other containers may be used for charity collections but must be approved by the Director and be of a reasonable size and appearance so as not to detract from the Library space.

**Endorsement**

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

**Damages and Liability**

The Library is not responsible for making arrangements for any posted items to be returned and accepts no responsibility for the loss of or damages to any charity collection container and/or any items deposited in any charity container.

Any individual, group, or organization using areas for charity collection containers shall be held responsible for willful or accidental damage to Library property.

Violation of the charity containers policy may result in a loss of hosting privileges and removal of the charity collection container.

Approved: November 17, 2021