

The purpose of this policy is to provide Non-Profit organizations within our community a central drop off location for items that are being collected, including but not limited to; eye glasses (Lion's Club), recyclable ink cartridges and retired United States flags. It is our hope that community members will utilize our location to support these non-profit organizations.

It is the intent of the library to be available for collecting items, but will not be responsible for delivering items to the non-profit. Someone from the organization will need to leave contact information so library personnel can reach them when the basket/box containing collected items reaches capacity.

All requests to collect items must have approval by the Library Director.

June 2015

Reviewed March 2019

Revised October 2022

Reviewed November 2025