

# **DONATION BOXES IN THE LIBRARY POLICY**

## *Seaford Public Library*

All arrangements must be made through the Director's office only.

Requests will be considered from Seaford School District residents and/or students attending school in the Seaford School District on a case by case basis.

The collection must be for non-profit organizations only. Seaford organizations receive priority.

Space considerations allow for only one donation box per organization at a time up to a total of two boxes.

Publicity and press releases prepared by the patron must be submitted to the Director for approval prior to being displayed or sent out.

The patron making the request is solely responsible for providing, maintaining and emptying the donation box.

The Seaford Public Library cannot be responsible for securing the items since they are left in a public area without supervision.

The usual period of time for the donation box to be left in the entry hall is two weeks, with the maximum being one month.

Adopted: March 20, 2023

Revised: February 10, 2025