

POLICY ON THIRD PARTY FUNDRAISERS AND COLLECTION DRIVES

The Board of Trustees recognizes that the Shrewsbury Public Library plays a significant role in the life of the community. Because the library serves as a community center and large numbers of residents visit each day, we appreciate that many civic groups and associations desire to use the library as a location for fundraisers and community drives. The Board embraces this community center role and endeavors to support the many facets of community life, but is also committed to maintaining an environment that is comfortable, hospitable and functional for all library visitors.

At the discretion of the Library Board of Trustees and when in the public interest, the Library may allow occasional fundraising sales or community collection drives by not-for-profit civic or community groups located in Shrewsbury. The following guidelines will apply:

- A written request (on the attached form) must be submitted to the Board of Trustees at least one month in advance of the sale or drive, to be reviewed at a regularly schedule Trustee meeting.
- This request must include detailed information on the organization, the proposed sale or drive and the purpose of the proposed fundraiser or drive. It must also include proof of the organization's non-profit status, full contact information and dates for the desired sale or drive.
- Approved sales or drives will be restricted to designated areas of the building and will not be permitted in any space where they would interfere with the pursuit of normal library business by staff or patrons.
- Approved sales or drives must be managed independently of library staff. Library staff will not collect funds, take orders, maintain collection boxes, or in any other way participate in the sales or drives.
- No more than four fundraising sales or community collection drives will be approved each year, with no more than one per quarter

Staff involvement in any fundraising activities will be limited to those directly in support of the Shrewsbury Public Library or the Friends of the Shrewsbury Public Library.

While inside the Shrewsbury Public Library, patrons or staff may not be approached and asked to participate in any fundraising or sales events, unless such activity is directly related to the library.

Occasionally, the Board of Trustee may designate fine amnesty periods and select a non-profit cause or organization to which patrons may elect to make voluntary donations in lieu of fines. These fine amnesties will be considered separate and apart form the confines of this policy.

REQUEST TO CONDUCT FUNDRAISER OR COLLECTION DRIVE AT
SHREWSBURY PUBLIC LIBRARY

Name of Organization _____

Address _____

Phone _____

Website address _____

Name of Contact person. _____

Contact person Email _____

Contact Person phone number _____

Please describe the mission and purpose of your organization.

Please describe in detail the proposed sale or collection drive. (Attach related materials whenever available.)

Please provide proof of the non-profit status of the organization.

Please list desired dates of sale or drive

I have read the attached policy and discussed the planned activity with the Library Director. I agree to adhere to the policy and the instructions of the Library Director for the location of the sale or drive, as well as any restrictions which have been placed on activity related to the sale or drive.

Signature

Date