

Donation Box Policy for Library Spaces

To ensure donation boxes placed in library spaces are effectively managed and do not disrupt library operations, the following policy applies:

1. **Approval Required**

All donation boxes must be approved by library administration before placement. Requests should include details about the purpose of the donation drive, the intended recipients, and how the donations will be handled. Please email your request to **library@hpu.edu** for review and approval.

2. **Placement Period**

- **Start Date:** _____
- **End Date:** _____

3. **Clear Signage**

The organization or student responsible for the donation box must provide **clear signage** explaining:

- The purpose of the donation drive.
- The types of items accepted.
- Contact information for the organization or student in charge.

4. **Promotion**

The organization or student is responsible for promoting the donation drive and encouraging participation. The library will not advertise or promote the donation drive on its behalf.

5. **Maintenance**

The organization or student placing the donation box is responsible for:

- Regularly monitoring and maintaining the box to ensure it remains organized and does not disrupt library spaces.
- Collecting donations at least weekly to prevent overflow or clutter.

6. **Handling of Donations**

The organization or student must have a clear plan for managing the donated items, including sorting, transportation, and distribution.

Removal

Donation boxes and any remaining items must be removed by the agreed end date. If not removed, the library reserves the right to dispose of the box and its contents.

Failure to adhere to the policy, including maintenance, signage, and removal responsibilities, may result in the library refusing to approve future donation box requests or other promotional activities in library spaces.

By signing below, you acknowledge and agree to these terms:

Name: _____

Signature: _____

Date: _____