



BERKSHIRE ATHENAEUM

WENDELL AVENUE • PITTSFIELD, MA 01201-6385

Pittsfield's Public Library Since 1872

NON-PROFIT COLLECTION BOX POLICY

1. OVERVIEW: Supporting the Berkshire Athenaeum's goal to provide a commons environment that encourages people to meet, interact with others, and participate in open discourse about community issues, the library will allow non-profit groups to place a collection box for donated goods in the library. The library cannot support the collection of cash or checks.
2. RESERVING SPACE:
 - 2.1. Collection boxes are placed by reservation only. Any box left without prior and explicit approval will be disposed of immediately.
 - 2.2. To reserve space for a collection box, the non-profit organization or individual must apply to and receive approval from the Library Director.
 - 2.3. Only one (1) collection box will be authorized at any given time. Approval is granted on a first-come, first-served basis, for one specified four-week maximum period.
 - 2.4. Priority will be given to local organizations, individuals and/or initiatives.
 - 2.5. Persons under the age of 16 who wish to reserve space for a collection box should have a parent, teacher or group leader co-sign the form below.
 - 2.6. Each authorization is for the specified time period and does not imply permission for any future time period.
 - 2.7. Approval shall be granted no more than once a year to any group; however, space permitting, all requests will be considered and may be approved at the Library Director's discretion.
 - 2.8. An application must be submitted for each subsequent placement request.
 - 2.9. In general, applications will not be accepted for the months of April and November, which would conflict with the Athenaeums REGULAR "Food for Fines" program.
3. BOX LOCATIONS: Collection boxes are typically placed in the Circulation Department at the Wendell Avenue entrance or the Children's Library at the base of the stairs. The choice of location shall be at the discretion of the Library Director.
4. COLLECTION BOXES:
 - 4.1. Must be supplied by the sponsoring organization or individual;
 - 4.2. May not exceed 24 inches in width;
 - 4.3. May be placed only where designated;
 - 4.4. Must have signage that clearly and neatly indicates the sponsoring organization and contact information, the purpose of the collection drive, and the collection box pick-up date placed on/near the collection box.
5. TIME RESTRICTIONS: Collections will be authorized for time periods not to exceed four (4) weeks. The end date will be indicated on the applicant's copy of the approved application.

6. REMOVAL: It is the responsibility of the requesting party to remove the contents of the box and signage by the authorized end date. If the collection box is not retrieved within five (5) business days following the end date, the box and all its contents will be disposed of. No reminder or warning will be provided.
7. WAIVER OF LIABILITY: The Berkshire Athenaeum will not be held liable for loss, damage, or theft of the contents of the collection box.

BERKSHIRE ATHENAEUM COLLECTION BOX PERMIT APPLICATION

Please complete this form and submit it to the Library Director.

Name of Non-Profit Organization: _____

Contact Name: _____ Age: _____

Contact Signature: _____

Responsible Adult Signature if Contact under 16: _____

Contact Phone: _____

Contact Email: _____

Contact Address: _____

Contact / Organization Website: _____

Start Date: _____

End Date (maximum 4 weeks from start date): _____

Describe the type of items to be collected, target audience, and signage to be used: _____

Detail how/when collection box will be regularly emptied: _____

For internal use only:

Date application received:	Approval / Denial:
Start / End Dates:	Disposal Date: