



## **COLLECTION SITE GUIDELINES (May Be Adapted to Specific Location)**

The Library designates special areas at each location to provide non-profit organizations within our community a central drop off location for collected items, including but not limited to retired United States flags, recycled eyeglasses, and pet food drives.

Due to limited space, not all requests can be accommodated. Priority will be given to St. Johns County partners. All requests to collect items must have approval by authorized Library staff. Applications for Collection Space Privileges will be processed on a first come, first served basis. Applicants will be notified accordingly. Permission to collect at the Library does not constitute an endorsement of the organization. The Library is not financially responsible for loss or damage to collected items. Applicants must sign an agreement to follow all Collection Site Guidelines.

1. In accordance with the *Library Bill of Rights*, St. Johns County Public Library System (SJCPLS) collection space is available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” SJCPLS is open to organizations engaged in educational, cultural, intellectual or charitable activities.
2. Prior to the approval of collections, inquirers must submit a completed application.
3. Library staff will review applications on a first-come, first-served basis, and will notify applicants accordingly.
4. Collections are generally scheduled for no more than 30 days.
5. Collections may not support the election or defeat of a political candidate or be of a partisan nature, or promote a specific religion in an exclusionary manner.
6. The individual or group collecting is responsible for transporting and removing all collection items in a timely fashion.
7. Collections are permitted only in designated spaces. No collections should interfere with Library operations.
8. The Library is not financially responsible for loss of or damage to collected items.
9. With permission of the individual or group responsible for the collection, objects may be photographed and reproduced for any Library publication, or as publicity for the Library.
10. Procedures for installation are determined at each library location.



**St. Johns County Board of County Commissioners**

Public Library System | Administration

**APPLICATION FOR COLLECTION SITE PRIVILEGES**

DATE: \_\_\_\_\_

DATES FOR COLLECTION: from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Describe the intent of the organization or items to be collected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the container to be left at the Library to collect items and/or any other special considerations for the collection site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read, understand, and agree to follow all guidelines.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Applicant's Printed Name

\_\_\_\_\_

Date