

Wilsonville Public Library Procedure for Donation Drives/Donation Barrels

Due to increasing demand, Wilsonville Public Library (WVPL) has instituted a limit on requests to host barrels for donation drives. (For the purposes of this procedure, "donation barrel" refers to a large receptacle designated for collecting public donations of non-perishable food, clothing, gifts, and other non-monetary, non-library-material items.)

Requests must be submitted in writing to the Library Operations Manager (preferably a month or more in advance), including the following information:

- the name of the organization soliciting donations;
- the planned recipient of the donations;
- the type or category of goods to be donated;
- the start and end date they would like the library to host the donation barrel;
- the plan for emptying the barrel; and
- contact information.

Requests will be considered and either approved or denied as promptly as possible. Priority will be given to: City of Wilsonville departments, Friends of WVPL, WVPL Foundation, Clackamas County departments, Libraries in Clackamas County (LINCC), and local schools, nonprofits, and service organizations.

Guidelines and limitations:

- Organizations are limited to one donation drive per year, as relates to WVPL.
- The library will not host overlapping donation drives.
- One month is the maximum allowable duration for a donation drive.
- The barrel will be located in the building lobby, not in the main area, collection areas, or other rooms of the library.
- Library staff will not review donations or provide receipts.
- The barrel must be in neat and tidy condition, clearly labeled with the following information: the name of the organization soliciting donations; the intended recipient organization; and the type or category of donations requested.
- The library will not serve as the point of contact for questions relating to the donation drive. The library is not responsible for advertising the drive, but one poster or flyer may be posted on the community bulletin board, subject to staff approval.
- In publicity materials and social media posts, the library may be listed by name as a location for donation drop-offs, but no use of the library or City's logo is permitted, and the library and/or City of Wilsonville should not be represented as sponsoring the donation drive.
- Barrel delivery and pick-ups should occur during the library's normal open hours.

For questions and to submit requests, please contact Lizzie Figueroa, Library Operations Manager: lfigueroa@wilsonvillelibrary.org (503-570-1597).