CHARITABLE COLLECTIONS IN PUBLIC AREAS

- Any collection of goods for a charitable organization must be sponsored by a university faculty, staff or student organization (registered through the Office of Student Activities).

- All collections must be approved by the Dean of University Libraries.

- Charities must be legitimate and have a local presence. This may be verified with a tax identification number or checked against the annual SECA donation list.

- The collection timeframe must be of short duration, e.g., a few weeks at most

- The person or group proposing the event is responsible for all aspects of set up, collection, maintenance, clean up, etc.

- Containers for collection will be placed outside of the security gates in the atrium. University Libraries reserves the right to add additional locations.

Revised: 2015
Approved by Dean of University Libraries