

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.