



Section 4: Administrative Policies

4G | Collection Drives and Ticket Sales Policy

Purpose

It is the policy of the Library to dedicate its spaces and efforts for Library use and for causes directly benefiting the Library, but from time to time and as a service to the greater Roselle community: the Library may act as a collection point for drives and a distribution point for tickets to events held by local nonprofit organizations benefiting Roselle.

Collection Drives

Collection drives will be limited in number and may not overtake or overwhelm any part of the Library or any Library staff. Long-term storage space is not available in relation to any collection drive or its host organization. Any group or organization that does not comply with the Library's policies and procedures, as well as any reasonable request made by Library personnel, in relation to a collection drive may be barred from holding future drives at the Library.

Priority will be given to collection drives hosted by the Library.

Advance permission from the Executive Director, or their representative, is required before a collection drive can occur at the Library. In general, the request should be made with at least one week's notice; and desired start and end date should be communicated with the request.

Ticket Sales

Only sales of tickets to fundraising events directly benefitting the Library may be held at the Library and facilitated by library personnel.

Adopted: 9/12/12

Latest Revision: 4/16/26

Previous Revisions/Reviews: 12/8/21, 6/12/19, 9/11/13