



**University of
New Hampshire**

Library

Collection Box Guidelines

As part of the UNH Library's commitment to student success and community engagement, space is provided in Dimond Library for recognized campus organizations to place a collection box for items donated to causes that benefit our community. For consideration, please confirm the request meets the criteria below and if so, fill out the [application](#) on the library [Exhibits & Event Spaces](#) page. Applicants will be contacted with a decision within five business days.

To reserve space, the organization must apply and receive approval from the Assistant Dean of the Library (or designee) at least two weeks in advance. Approval is granted on a first-come, first-served basis, each authorization is for the specified time and does not imply permission for any future time. An application must be submitted for each subsequent placement request. Any box left without prior and explicit approval will be disposed of immediately. Only one collection drive will be authorized at a time.

The collection box will be placed in the main lobby of Dimond Library across from the Information Desk on the third floor. The campus organization should supply signage (8 ½ by 11) that clearly and neatly indicates the sponsoring organization and contact information, the purpose of the collection drive, and the collection box pick-up date.

Collections may last for up to a four-week maximum (may be approved for shorter times) and must be checked regularly (to ensure no overabundance) and removed by the end date indicated on the approved application form. It is the responsibility of the requestor to remove the contents of the box and signage on that date. If the collection box is not retrieved within three (3) business days of the agreed upon end date, the box and all its contents will be donated or disposed of.

The UNH Library is not liable for loss, damage, or theft of the contents of the collection box.