



Collection Event Policy

Purpose: To provide guidelines for collections for outside organizations made in the name of the Ogden Farmers' Library (OFL).

Policy: OFL is a community resource and therefore welcomes the opportunity to serve as a collection location for goods for other community organizations. The library's mission seeks to engage the community through various partnerships. Such partnerships should focus on organizations located in or primarily serving the Ogden community. However, in times of national or international need (i.e. war or natural disaster), collections may be held for organizations outside of the Ogden community. In order to maintain consistency with the mission and needs of the library, partnerships involving collection of goods with community, affiliates, and third-party organizations not directly affiliated with the library will be reviewed by the library director will determine suitability and approval.

A written proposal describing the collection plan should be submitted to the library director no fewer than 30 days prior to the start of the fundraiser, and should include the following:

- Specific purpose and scope of the project
- Starting and end dates of the campaign
- Advertising and publicity to be utilized

Collections with third-party organizations that are inconsistent with the mission statement, strategic plan, and policies of the library will not be approved. The agency that the goods will be donated to should be apolitical to the extent possible.

Periodically OFL staff are engaged either directly or indirectly in collection efforts. Such efforts shall not place an undue burden on staff members. Assigning work to OFL staff requires approval of the library director or designee. In accordance with labor law, OFL employees cannot volunteer for their employer. All time spent working on library-led fundraising shall be considered working time.

Adopted by the Ogden Farmers' Library Board of Trustees February 19, 2026