



## Holderness Free Library

866 Route 3 P.O. Box L  
Holderness, NH 03245  
603-968-7066

[www.holdernessfreelibrary.org](http://www.holdernessfreelibrary.org)

## Holderness Free Library Free Pantry Policy

### **Purpose**

The Holderness Free Pantry (Free Pantry) is a community resource aimed at supporting individuals and families who may need supplemental, no-cost access to non-perishable food items and basic hygiene supplies. The library's provision of a Free Pantry aligns with our mission to foster community well-being and inclusivity by extending helpful services beyond traditional library materials.

### **Eligibility and Access**

- The Free Pantry is available to all community members, regardless of residency, income, or library cardholder status.
- No personal information or identification is required to use the pantry.
- Access is on a first-come, first-served basis, and there is no limit to how often individuals can use it, though all visitors are encouraged to take only what they need so that resources remain available for others.

### **Hours and Location**

- The Free Pantry is in the downstairs hallway.
- The pantry is accessible during the library's normal operating hours.
- Normal operating hours are listed on the library's website: [holdernessfreelibrary.org](http://holdernessfreelibrary.org)

### **Acceptable Donations**

- Donations should be non-perishable, shelf-stable food items such as canned goods, pasta, rice, cereal, peanut butter, and other items not requiring refrigeration.
- Basic hygiene supplies such as soap, toothbrushes, toothpaste, and menstrual products are welcome.
- Donated items must be unopened, in original packaging, and within their "best by" or "use by" dates.

- Homemade or home-canned goods, perishable items, or items with opened or damaged packaging will not be accepted.

### **Donation Drop-Off Process**

- Donations may be dropped off during regular Library hours at the circulation desk. The Library Director will review donations to ensure they meet the above criteria before placing them in the pantry.
- Large donation deliveries should be arranged in advance to ensure proper storage and timely shelving.
- Donations left outside of the library may have to be discarded, wholly.

### **Maintenance and Oversight**

- Library staff will regularly monitor the pantry to ensure cleanliness, remove any expired or damaged items, and restock as needed.
- Cleaning and inspection of the pantry's interior and shelving will occur routinely.
- In the event of persistent shortages or surpluses, the library may seek partnerships with local food banks or adjust donation guidelines accordingly.

### **Collaboration with the Friends of the Library**

- The Friends of the Library may play a key role in supporting the pantry through regular funding or organizational assistance, such as hosting donation drives.
- Collaborate on events like themed donation drives, food-education workshops, or seasonal giving campaigns to further integrate the pantry into library initiatives.

### **Public Health and Safety Considerations**

- While the Library will endeavor to ensure donated items meet basic quality and expiration standards, users should exercise their own judgment before consuming or using the items.
- The library is not liable for any illness or injury resulting from the use of pantry items.
- Items that appear compromised or tampered with will be immediately discarded.

### **Communication and Promotion**

- The library will promote the Free Pantry's availability through its website, social media channels, newsletters, and local community organizations.
- Patrons with questions about the Free Pantry are encouraged to speak with the Library Director or Library staff, who will provide guidance on donation acceptance, volunteer opportunities, or supplemental community resources.

Approved by the Holderness Free Library Board of Trustees on 1/13/2024