

Donate IT – Drop Off Point Service Agreement

Purpose:

This agreement sets out the roles, responsibilities, and safety requirements for Porlock Community Library acting as community drop-off point for donated smart tech on behalf of Donate IT.

Responsibilities of the Community Organisation Safe Setup & Storage:

- Store donation crates safely and securely in a non-public area, ensuring they are not a trip hazard and not at risk of falling.
- Display the provided desk card and window poster clearly.
- Ensure staff and volunteers have read the guidance or watched the training clip.

Accepting Donation:

- Accept only approved ,as listed in the guidance.
- Reject all non-accepted items and signpost donors to alternative recycling routes.
- Complete the visual safety check before accepting any item.

Secure Handling of Donated Items:

- Store all donated items in crates kept out of public access.

Collection Process.

- Request a collection before crates are full by emailing: donateit@blackmoreuk.com.
Docusign Envelope ID: 49C0A65F-9D0A-8511-80AE-B24B5862C02B
Partner Drop-off Point Agreement 2026
- Allow access to a named collector at the pre-notified date and time.

Data Privacy

- Donors should be reminded to unlock or factory reset devices where possible.

Health & Safety and Risk Assessment

- The organisation reads and acknowledges the risk assessment and agrees to follow all safety instructions and maintain a safe environment.

Duration & Termination

- This agreement begins on the date of signature and can end with reasonable notice.

Porlock Parish Council agree to the above arrangements and can confirm that it wishes to proceed with Porlock Community Library becoming a drop off point and authorise Darren Smart, as Head of Library Services, Somerset Libraries to sign the agreement on behalf of Porlock Parish Council.

Dated the 8th July 2026

Duncan McCanlis
Chair

Johnathan Jones
Clerk & Responsible Financial Officer