Donated Cartridge Policy – September 2011

When a patron donates a cartridge that they no longer want, please do the following:

Have the patron send the cartridge to the attention of Teresa so she can “clean up” the cartridge.

Give the patron name & contact information to Emma so she can send a thank you letter.

A list will be created by Teresa of the available cartridges and kept on her credenza. You can check this list to see if one is available to give to another patron.

Another list will be created, kept in the same place, of patrons waiting for a cartridge, if none are available.

Please do not intercept cartridges from one patron and send them to another without going through this process. There may be a patron that has been waiting longer than the one you are working with.