

Brodhead Memorial Public Library Drive-up Drop Box Policy

Adopted by the Board of Trustees May 8, 2025

The Drop Box is located on the northeast corner of the library building. Materials can be returned 24 hours a day to the drive-up Drop Box. Oversized or delicate materials (such as electronics, large or older materials, all puppets, toys, etc.) should be returned directly to the Circulation Desk during open hours. If the Drop Box is full, do not leave books or other materials outside. If there is any doubt on the part of the patron, please return by hand directly to library staff.

Brodhead Memorial Public Library is NOT responsible for damage or loss incurred to returned materials in the Drop Box. Materials returned in the Drop Box are subject to the liability of the patron until they are retrieved and checked in by the staff.

Thank you for your assistance in keeping our library materials safe and in good physical condition.