



Otis College Resource Exchange Guidelines

Donations:

**Student Union members staff the resource exchange and will receive and review donations during their posted hours in the Fall and Spring Semester.*

Acceptable Items to Donate to The Resource Exchange	Items That <u>Cannot</u> Be Accepted at The Resource Exchange
<ul style="list-style-type: none"> ● Raw Building/Making Materials 	<ul style="list-style-type: none"> ● Solvents, Acids, Oils, or Batteries
<ul style="list-style-type: none"> ● Art Supplies 	<ul style="list-style-type: none"> ● Large furniture items
<ul style="list-style-type: none"> ● Tools 	<ul style="list-style-type: none"> ● Mattresses/Bedding
<ul style="list-style-type: none"> ● Small Domestic Items and small furniture 	<ul style="list-style-type: none"> ● Firearms/ Weapons (Real or Fake)
<ul style="list-style-type: none"> ● Books 	<ul style="list-style-type: none"> ● Food Items
<ul style="list-style-type: none"> ● Fabric and/or clothing that has been washed 	<ul style="list-style-type: none"> ● Dirty, Soiled, or Broken items
	<ul style="list-style-type: none"> ● Old art projects/ assignments

Utilization Guidelines:

- All enrolled students will have access to the Resource Exchange located at the *southwest corner of the parking structure on the ground level.*
- Students do not pay for any items; however, students are encouraged to take only what they need and that they keep in mind that the resource exchange is to be shared amongst all students.
- Donations should be dropped off DURING staffed hours
- DO NOT DUMP ITEMS in front of the Resource Exchange
- Please be respectful of space and help keep it orderly and organized

If you have any questions or concerns, contact Students' Union at su@otis.edu or contact Student Affairs studentaffairs@otis.edu