



# Swap Shed Donation Guidelines

## Purpose

Boxborough's Swap Shed is a community resource for sharing gently used, functional items to reduce waste, promote reuse, and save the town money on waste disposal. All items must be clean, dry, safe, and in good working condition. Items that do not adhere to these guidelines **will not be accepted**, and must be recycled or trashed.

## Access Requirements

To access the Swap Shed, all users must show **proof of Boxborough residency status**. A transfer station sticker is strongly encouraged. For fall 2025, we will also experiment with access to the shed for residents who show proof of residency (for example, a utility bill and photo ID). **This policy is subject to change.**

## Donation and Adoption Rules

- Donations must be approved by a Swap Shed volunteer before being left - volunteers may refuse any item based on condition, space, or safety concerns. **Please be respectful of their decision.**
- After approval by a volunteer, donors must place items neatly on designated shelves or areas.
- Do not leave items outside the Swap Shed - any items left without approval may be discarded.
- The Swap Shed is first come, first served - items cannot be reserved or set aside for later.

## Hours of Operation

The Swap Shed hours will roughly correspond to when the Boxborough Transfer station is open, but may vary depending on season and volunteer availability. Exact hours will be posted on the Energize Boxborough webpage: <https://community.massenergize.org/BoxboroughMA>

## Accepted Items

**Household Items & Décor** such as kitchenware, dishes, utensils, small appliances (working only)

- Dishware, glasses, silverware, pots and pans
- Small furniture items in good condition (no large or upholstered furniture)
- Small appliances e.g., irons, toasters, coffee makers, fans, vacuum cleaners (see additional list below for details on small appliances that are NOT accepted)
- Lamps, picture frames, small decorative items (no pillows or upholstery)
- Planters, vases

**Books & Media** such as novels, children's books, DVDs, CDs (no VHS, textbooks, or encyclopedias)

**Toys & Games** that are complete, clean, and functional

- Toys, games, puzzles (no broken or missing pieces, no stuffed animals)
- Bicycles/tricycles (no helmets)

**Tools & Equipment**

- Mechanical tools
- Hand tools
- Small lawn and garden tools and equipment (no lawn mowers or grills, no plant pots/trays)
- Hardware organized and in good condition

**Sports & Outdoor Gear** such as balls, bats, skates, sleds, or camping gear in good used condition

**Arts & Craft Supplies** in good condition (NOT fabric or yarn)

**Pet Supplies** must be in clean and usable condition

## **Items Not Accepted\***

**General Items** not safe for reuse

- Broken, dirty, moldy, or incomplete items
- Food or perishable items
- Cosmetics

**Furniture, Home Goods & Media** that are bulky, hard to manage, or not suitable for reuse

- Large furniture or upholstered items
- Mattresses or box springs (place in mattress recycling container)
- Rugs and carpets
- Cushions, pillows, and other upholstered items
- Blinds (unless new in package)
- Ceiling fixtures
- Sinks/toilets
- Tiles
- VHS

**Safety & Child-Related Items** that pose safety risks or have regulatory restrictions

- Stuffed animals
- Child safety gear (car seats, cribs, helmets)

**Textiles & Printed Materials** that are better suited for donation/recycling

- Clothing, shoes, bedding, or textiles (unless new in package – donate or use textile recycling bins)
- Textbooks or encyclopedias

**Hazardous, Electronic & Miscellaneous Items** that contain hazardous materials or are hard to dispose of

- Hazardous materials (paint, chemicals, batteries, any items containing/that once contained fuel)
- Construction/demolition materials
- Tires
- Hoses (unless new in package)
- TVs
- Computer monitors
- Large electronics
- Large sports equipment like exercise machines or pool tables
- Plastic plant pots/trays
- Microwaves
- Dehumidifiers/humidifiers/air purifiers
- Air conditioners & other refrigerant items

*\*For additional details and guidelines on where and how to donate, recycle, reuse, or safely dispose of your unwanted items, please see the bulletin board posted near the Swap Shed,*

*<http://www.boxborough-ma.gov/266/Transfer-Station> or <http://recyclesmartma.org/>*

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