



SELLING AND SOLICITING ON LIBRARY PROPERTY POLICY

GROUPS SELLING ITEMS

With the approval of the Library Director, non-profit groups may sell items outside of the Library. A non-profit group may sell items outside the Library once during a calendar year. Groups may not sell items inside the Library.

In order to allow clear access for patrons entering the Library and in order to keep this area clear in case of emergency, groups must set up their selling area in an area designated by the Library Director. An adult must supervise any children involved with the sale at all times.

The Library may ask for some item or service in exchange for permission to sell items at the Library.

NOTE: The Friends of the Bartlett Library and the Bartlett Public Library Foundation are excluded from the "Groups Selling Items" policy.

SOLICITING DONATIONS IN THE LIBRARY

Community groups may request that a donation collection repository be set up in the Library for one calendar month each year. The Library Board of Trustees must give approval if a community group wishes that its donation collection repository be in the library for more than one month. Organizations must supply the library with the name(s) and telephone number of the persons connected with the sponsoring organization. Organizations must use the collection box provided by the library and must provide the library with a sign, naming the organization and items to be collected. This sign must conform to standards set by the library. The location of the collection box in the library is also determined by the library staff.

Only one display will be allowed per calendar month. The donation display repository is the full responsibility of the sponsoring organization. The sponsoring organization must empty the donation repository in a timely manner and remove their sign at the end of the agreed upon period. Failure to comply with any of these requirements may result in the removal of the donation display before the end of the agreed upon period.

The Bartlett Public Library District does not allow the collection of monetary donations for outside organizations in the library building or on its grounds.

NOTE: The Friends of the Bartlett Library and the Bartlett Public Library Foundation are excluded from the "Soliciting Donations" policy.

CIRCULATING PETITIONS

The Bartlett Public Library District prohibits petitioning inside the Library.



The Bartlett Public Library District allows circulating petitions, distributing leaflets and surveying in outside of the library at a reasonable distance from the Library's front door. Persons may utilize the exterior spaces, as long as they do not block entrances, exits, sidewalks or interfere with Library users seeking to access and use the Library, or create unsafe traffic patterns on the Library's sidewalks or parking lots.

Any person circulating a petition in front of the library may not intimidate or harass Library users.