



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 500 - 004

GROUP: **CONDUCT IN THE LIBRARY**

TITLE: **Solicitations and Sales Policy**

The Wadleigh Memorial Library has an obligation to both protect the safety of library users and to ensure that all users can freely access and quietly enjoy the library's services. Free and unimpeded access to the library building is a necessary precondition for meeting this obligation.

Active solicitation within the library building and the areas of egress to the library and the library parking lot is not permitted unless it is a library function, or an activity related to fundraising for the library and under the general supervision of the library staff.

Active solicitation refers to any person-to-person communication for the purposes of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing religious, educational or promotional materials, (5) recruiting members or clients and (6) financial solicitations/transactions.

The passive solicitation and collection of donations by community-based, non-profit organizations is permitted. Notices may be posted to a public bulletin board and bins placed in approved areas to collect items for this purpose. Use of these resources is subject to prior approval by the Library Director or acting supervisor. The library assumes no responsibility for contents collected or donated.

Signs and banners, including lawn signs, are prohibited on library property, unless it is for a library function or an activity related to fundraising for the library, and pre-approved by the Library Director.

Handbills, flyers, leaflets, pamphlets, or other written material that advertises, promotes, or informs persons about a person, non-library event, business, company, church, or food service establishment are prohibited from being distributed on library property and/or being placed on vehicles on library property.

Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by writers, artists or performers who have been engaged by the library for a presentation or performance.

The library director shall make the final determination as to whether a solicitation is active or passive, and if the activity is permitted under this policy.

Exceptions to this policy are (but not limited to):

1. Fundraising projects conducted by the Friends of the Wadleigh Memorial Library or by the Wadleigh Memorial Library Development Fund.
2. Those solicitation and fundraising projects sponsored by the staff with the approval of the Library Director (i.e. walk-a-thon teams, food drives, etc.).
3. Activities related to an official activity of the Town of Milford.