

MOFFAT LIBRARY OF WASHINGTONVILLE SOLICITATION POLICY

The Moffat Library of Washingtonville 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, the library grounds and the library parking lot is not permitted unless it is a library function or a library authorized activity related to fund raising for the library and under the general supervision of the library staff. Active solicitation includes, but is not limited 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 educational or promotional materials, (5) surveying of groups or individuals, (6) recruiting members or clients and (7) financial solicitations/transactions.

Subject to the approval of the library Director, non-active solicitation and collection of non-monetary donations by community-based, non-profit organizations may be permitted. Notices of such solicitation and collection may be posted to a public bulletin board and bins placed in approved areas to collect items for this purpose. The library assumes no responsibility for contents collected or donated. The library does not permit any solicitation or collection of monies or other funds for this purpose.

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

Handbills, flyers, leaflets, pamphlets, or other written material that advertise, promote, or inform persons about a person, business, company, or food service establishment are prohibited from being distributed on library property or being placed on library grounds or vehicles in library parking lots.

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 non-active, and if the activity is permitted under this policy.

*Approved on 2/7/19
Moffat Library Board of Trustees*