SOLICITATION AND SELLING IN THE LIBRARY

The Library Board seeks to provide a pleasant atmosphere for Library patrons using this facility. Therefore, the following regulations have been adopted.

- 1. No organization or individual shall be permitted to solicit monetary donations on Library property or place in the Library any receptacle to solicit monetary donations.
- 2. No organization or individual shall be permitted to sell tickets of any kind, or ask Library personnel to sell tickets of any kind, on Library property.
- 3. No organization, business or individual shall be permitted to distribute advertising material or solicit information directly from patrons on Library property.
- 4. No organization or individual shall be permitted to circulate a petition or solicit signatures from patrons or staff within the Library.

5. Exceptions:

- A. Library staff and volunteers may conduct surveys related to Library business in any part of the library.
- B. Friends of the Elmhurst Public Library may solicit donations and memberships in their organization.
- C. Limited selling activity by Library staff members to other Library staff members is allowed in the staff lounge of the Library. Such activities must be conducted only during off-duty hours.
- D. The Library may offer used items to the public for a specified donation amount. The Library will not engage in regular retail sales of merchandise.
- E. Organizations authorized by the City of Elmhurst may make presentations to city staff regarding donations or employee benefits.