

### **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 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. Circulation of petitions is allowed outside of the Library building and must be conducted at least 25 feet from the entrance of the Library. This activity may not disrupt Library operations, impede people from entering or leaving the Library, or create unsafe traffic patterns on the Library's sidewalks or parking lots.
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.
  - E. Organizations authorized by the City of Elmhurst may make presentations to city staff regarding donations or employee benefits.