

<b>Title:</b>	Sales and Soliciting Policy	<b>Policy Number:</b> 300-13
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 2008-03-17	
<b>Approval Date:</b>	March 17, 2008	
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<b>Review Date:</b>	September 2025	

### **PURPOSE:**

This policy regulates sales, soliciting, and commercial activities on Library premises.

### **SCOPE:**

This policy does not apply to activities by the Library Board or the Friends of the Sault Ste. Marie Public Library.

### **DEFINITIONS:**

**Canvassing** – The petitioning or distributing written materials or soliciting for political, charitable or religious purposes.

**Petition** – A formal written request, typically one signed by many people, appealing to authority or an organized body with respect to a particular cause.

**Solicitation** - the sale, distribution or proffering of merchandise and/or services not associated with the Library.

### **POLICY STATEMENT:**

The Board does not permit the following on Library premises:

- Sales, soliciting, or any other commercial activity
- Petitions, signatures, or other forms of support
- Canvassing for support, contributions, or pledges

Any individual or group of individuals who do not abide by this policy, or creates a nuisance such that the regular business of the Library is disrupted, shall be required to immediately cease all activities and leave the premises.

### **EXEMPTIONS:**

Community Partners of the Library who financially support a Library program or service may be permitted limited exemptions to this policy at the discretion of the CEO.

Sales are permitted at Library programs or events provided such sales are an integral part of the program or event. Such sales must be approved in advance by the CEO.



Other sales or soliciting of donations for non-profit organizations may be permitted with the approval of the CEO.

Library employees who volunteer in non-profit community organizations may be permitted to set-up a small sign and sell fundraising products. Such fundraisers shall be restricted to the Library's staff room(s) and shall be conducted on a limited basis and be passive in nature.

Personal solicitation through library email is not permitted.

### **RELATED POLICIES**

- 100-10 Library and Political Elections Policy
- 200-03 Donor and Sponsorship Policy
- 200-04 strategic Alliances Policy
- 300-09 Rules of Conduct Policy
- 300-15 Meeting Room Use & Rental Policy
- 300-18 Friends of the Library policy
- 400-04 Internal Internet Usage Policy