

**CODE:** 3351  
**SECTION:** Library Services  
**SUBJECT:** Solicitation  
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## **SOLICITATION**

Danville Public Library has an obligation to 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 fund raising 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 obtaining contributions and donations; selling merchandise, coupons, or tickets; collecting signatures; distributing educational or promotional materials; recruiting members or clients; and financial solicitations/transactions.

Community-based, non-profit organizations that have been permitted to actively solicit on behalf of their organization within the past five years at the library may retain that privilege.

The passive solicitation and collection of donations by community-based, non-profit organizations is permitted. Examples of passive solicitation are printed materials set out for people to take, flyers posted on the community bulletin board, or bins placed in approved areas to collect items. Use of these resources is subject to the approval of the library director. The library assumes no responsibility for contents collected or donated. The library does not permit any exchange of monies or funds for this purpose.

Candidates with nomination papers may solicit signatures outside of the library building as long as it is done in a reasonable and unobtrusive manner.

Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services. Surveying by community-based, non-profit organizations may be permitted with approval of the library director.

**ADOPTED:** 7/18/2017  
**AMENDED:**  
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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, performance, or other program.

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.

**ADOPTED:** 7/18/2017  
**AMENDED:**  
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**REFERENCE:**