

## **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 within the library 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, within the library.
3. No organization, business or individual shall be permitted to distribute advertising material or solicit information directly from patrons within the library.
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 books 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.