

**East Central Regional Library  
Solicitation Policy – approved May 11, 2015**

**See also Personnel Manual, Policy 602, Distribution and Solicitation Policy, 3/10/08**

For the purposes of this policy, solicitation is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign materials, religious materials or any other materials or literature not connected to the mission and work of the library.

Solicitation of the public or staff is not permitted on library property, including sidewalks, parking lots and other areas solely associated with library use.

Limited amounts of educational materials and literature from community organizations may be displayed at community bulletin boards as space allows. These materials must be approved by the Branch Librarian.

Library and Friends of the Library functions are exempt from this policy.

**ECRL Personnel Manual**

**602. Distribution and Solicitation Policy**

**Reviewed and approved 3/10/08**

The Library policy with respect to distribution and solicitation while on library property is as follows:

- 1) **FOR EMPLOYEES:** There shall be no distribution of literature, regardless of the type of source, in work areas during working or non-working time.

There shall be no solicitation, regardless of type or source, during working time.

- 2) **FOR NON-EMPLOYEES:** There shall be no distribution or literature or solicitation, regardless of type of source, on library property without prior approval of the Library System Director.