

SOLICITATION AND DISTRIBUTION

The Chesterfield Township Library has the obligation to both 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 is not permitted unless it is a library function or a fundraising activity for the library. Active solicitation is also not permitted within 100 feet from the main entrance of the library unless it is directly related to library functions or fundraising activities for the library. Active solicitation refers to any person-to-person communication for the purpose of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting petition signatures, (4) distributing educational or promotional materials, and (5) recruiting members or clients. Active solicitation by library staff for personal interests is not permitted.

The passive solicitation and collection of non-monetary donations by community based, non-profit organizations may be permitted on a case by case basis. Placement of public notices or collection bins must be submitted for approval by the library director or administrative staff. The library assumes no responsibility for the contents collected or donated.

If library staff has goods, services, or charitable opportunities that might be of interest to co-workers, those may be offered in a passive display in non-work areas with the prior approval of the library director.

No candidate with nomination papers is permitted to solicit signatures within 100 feet from the main entrance of the library. Candidates who are soliciting must do so in a reasonable and unobtrusive manner. Any solicitations of a political nature must adhere to Michigan law.

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 or performance.

Any solicitation or distribution activities cannot take place in work areas or on work time. 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.

The provisions of this policy are not intended to prohibit or prevent individuals from engaging in activities protected by federal or state laws.

Approved: May 19, 2016
Chesterfield Township Library Board of Trustees