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| Community Information & Solicitation Policy |          |
| ADOPTED DATE                                | 12/09/21 |
| REVISED DATE                                |          |
| REVIEW DATE                                 |          |
| REVISION #                                  | 0.0      |

# LIBRARY POLICY

## Community Information & Solicitation Policy

### PURPOSE

To better define the process for and eligibility of community exhibitions and donation drives. This policy applies to organizations and individuals looking to promote or solicit donations on behalf of an organization or event unaffiliated with either the Frankfort Public Library District or the Friends of the Frankfort Library District. For additional information about donations to the Library, please see the Gifts to the Library Policy.

### POLICY

#### Community Information Exhibits and Handouts

The Library welcomes noncommercial displays and other materials of general interest to the community. Non-profit or service organizations may display posters, flyers, or leaflets about their events, services, or activities with prior permission of the Library Director or designee. Materials must pertain to an event, service, or activity occurring within or near the Library District boundaries.

Contents of these posters, flyers, or leaflets are not meant to reflect the views of the Frankfort Public Library District, its trustees, or its staff.

Materials for for-profit groups or organizations are generally not accepted, with some few exceptions, including community newspapers produced by for-profit organizations but distributed free of charge. Business announcements of for-profit groups and organizations, or notices of garage or other sales are not accepted.

The Library will not display materials related to the election of specific candidates, or to seek to influence the votes of a legislative body or the policy decisions of a legislative body.

The Library Director or designee will determine where to display the informational materials. Appropriate areas of display may include bulletin boards, literature racks, or shelves available for that purpose.

The Library reserves the right to discard materials that are no longer timely or are older than 30 days. Items announcing events will be removed after the date of the event.

Display of materials will be subject to available space.

#### Solicitation of Donations

Active solicitation within the Library building and on Library grounds is not permitted unless it is a Library function or activity related to fundraising for the Library or Friends of the Frankfort Library and under the general supervision of Library staff or Friends volunteers. Active solicitation refers to:

- Any person-to-person communication for the purposes of obtaining contributions or donations

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- Selling merchandise, coupons, or tickets
- Collecting signatures
- Distributing educational or promotional materials
- Recruiting members or clients
- Financial solicitations/transactions

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

The passive solicitation and collection of donations by community-based, non-profit organizations is permitted. Notices may be posted to a public bulletin board and non-cash donation boxes placed in approved areas to collect items for this purpose. Use of these resources is subject to the prior approval of the Library Director or designee. To avoid overcrowding of library spaces, the number of concurrent solicitation drives may be limited. Donation drives sponsored by the Library or Friends of the Library will be given priority.

The Library assumes no responsibility for any contents collected or donated. The Library does not permit any exchange of monies or funds for this purpose. Should donations exceed their allotted space, the Library may be forced to discontinue collections until the organization can collect the donations or additional storage can be found. Boxes may be removed without notice by the Library.

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.

The Library Director shall make the final determination as to whether a solicitation is active or passive, and if the activity is permitted under the policy.