



# Selling and Soliciting Policy

Board Approval: September 25, 2018

Revised: May 1, 2019

Implemented: November 5, 2018

Replaces:

## 1.0 INTRODUCTION

The purpose of this policy is to limit advertising, selling, and the collection of donations within Colchester-East Hants Public Library (CEHPL).

A gathering place in the community, the Library is committed to maintaining a value-neutral and welcoming environment that fosters life-long learning and recreation through access to a variety of viewpoints and expressions. Library patrons, employees and volunteers have the right to work in or use the Library without being subject to selling and solicitation by others.

The Library is pleased to provide a content-neutral and welcoming public environment with minimal advertising, selling and soliciting.

## 2.0 APPLICATION

This policy applies to everywhere the Library conducts its business, whether in a physical or virtual environment, including on Library property, in the community, over the phone or email, and online.

This policy applies to all individuals in the Library environment, including staff, volunteers, and the general public.

This policy does not apply to the distribution of community information (see *Community Information Distribution Policy*).

This policy does not apply to Library sponsorship or room naming.

## 3.0 REQUIREMENTS / STANDARDS

### 3.1 General

3.1.1 Library staff will make every effort to apply this policy fairly and consistently.

- 3.1.2 Selling, distributing and/or advertising any products or services on Library premises is not permitted. This applies to Library patrons, staff and volunteers (see exemptions in Section 3.1.5).
- 3.1.3 Begging, soliciting and/or petitioning for any purpose on Library premises is not permitted. This applies to Library patrons, staff and volunteers (see exemptions in Section 3.1.5).
- 3.1.4 In accordance with the *Library Code of Conduct* policy, patrons who contravene Section 3.1.2 or 3.1.3 of this policy will be given one warning, and then will be asked by the Library Supervisor on Duty to leave for the day.
- 3.1.5 Exemptions from this policy are the following:
- a) As per the Provisions of the *Canada Elections Act* Regarding Access to Residential Dwellings and Public Spaces 81.1(1), political candidates and/or their representatives may campaign on Library property.
  - b) **Library-related** petitions (e.g. Library Material Mail Rate) with the approval of the Chief Executive Officer.
  - c) Requests to place donation boxes for money from non-profit and charitable organizations and community-led initiatives, may be considered for approval by the Branch Manager in consultation with the Chief Executive Officer, as needed. Parties interested in placing a money donation box are required to complete the **Money Donation Box Application Form** (see Appendix A of this Policy for the standard template). The Library reserves the right to limit the length of time that a money donation box may be displayed and reserves the right to decline any application. The Library accepts no responsibility for lost or stolen money donation boxes—or contents.
  - d) Library patrons that reserve a Library meeting room as a private citizen, may advertise, solicit or sell products and services in that meeting room only, with prior approval from the Chief Executive Officer.
  - e) Library staff and volunteers may engage in limited **library-related** fundraising activities, including fundraising activities for the Colchester East Hants Public Library Foundation, at the front line of service and on paid work time.
  - f) Library staff and volunteers may conduct informal fundraising (e.g. Casual Friday) among colleagues, as long as it does not interfere with carrying out assigned duties.
  - g) Library staff may conduct informal sales (e.g. Avon, Home Crafts) among colleagues, as long as it is limited to staff-only areas, does not interfere with carrying out assigned duties, and transactions do not take place on paid work time.
  - h) Creative works such as books, comics, magazines, music and artwork may be sold during Library programs featuring their creators. The sale of any other related materials at a library program must be approved by the Chief Executive Officer or delegate prior to the event.

## 4.0 ACCOUNTABILITY

The Branch Manager in each location is responsible for limiting selling, soliciting and fundraising activities in their respective Library.