

Selling and Soliciting Policy

1. Purpose

The Colchester-East Hants Public Library (the Library) is committed to maintaining a value-neutral and welcoming environment. We believe that people have the right to work in or use the Library with minimal advertising, selling, and soliciting.

This policy limits advertising, selling, and collecting donations in the Library.

2. Where do we use this policy?

This policy is for everywhere the Library does its work, including:

- In the Library building
- In the community
- Online (like social media or online Library programs)
- Communication on the phone or by email

This policy is not for:

- Distributing community information. You can find out more in the *Community Information Distribution Policy*.
- Library sponsorship or room naming.

3. Who is this policy for?

This policy is for everyone who is involved with the Library. This includes:

- Staff
- Volunteers
- The general public (visitors)

- Contracted staff (like security or building maintenance staff)

4. Important Information

Library staff will work to apply this policy fairly and consistently.

a. Rules

Library visitors, staff, or volunteers may not do the following:

- Sell, distribute, or advertise products or services on Library property.
- Beg, solicit, or petition on Library property.

The Library will give people one warning if they break these rules. The Library will ask people to leave if they keep breaking the rules. This is following the *Library Code of Conduct*.

b. Exemptions

This policy does not apply to:

- a. Political candidates or their representatives during an election. They can campaign on library property according to section 81.1(1) Campaigning in Public Places of the [*Canada Elections Act*](#).
- b. Library-related petitions that have been approved by the Executive Director and Chief Librarian.
- c. Donation boxes for non-profit, charitable, and community organizations that have been approved by the Branch Manager. Organizations who want to put a donation box in the Library must fill out the *Money Donation Box Application Form* (see Appendix A of this policy). The Library can limit how long a money donation box may be displayed. It may also decide not to accept an application. The Library does not take responsibility for lost or stolen money donation boxes.
- d. People who reserve a library meeting room as a private citizen. They may ask library staff for permission to advertise, solicit, or sell products and services in that meeting room.

- e. Library staff and volunteers who raise funds for the Library. This includes raising funds for the Colchester-East Hants Public Library Foundation.
- f. Library staff and volunteers who want to raise funds among themselves (for example, Casual Friday). They can do this as long as they are still able to carry out their duties.
- g. Library staff who want to sell things among themselves (such as Avon or Home Crafts). They must sell their goods in staff-only areas. The sales must allow staff to carry out their duties and must take place outside of work time, for example on staff breaks.
- h. Creators who want to sell works such as books, comics, magazines, music, and artwork during Library programs about them or their work. The Branch Manager must approve any sales at a library program before the program begins.

5. Comments/Questions

People can send their comments and questions about the Library's *Selling and Soliciting Policy* to the Executive Director and Chief Librarian:

By email at

- ADmin@CEHPublicLibrary.ca

By phone at

- (902) 896-4196

By regular mail at

- Executive Director and Chief Librarian
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia
B2N 1G9

6. Related Documents

Appendix A: Money Donation Box Application Form

[Canada Elections Act](#)

Library Code of Conduct

Board Approval Date: September 25, 2018;

Implemented: November 5, 2018;

Revised: March 4, 2019; September 26, 2023

Last Review Date: N/A

Next Review Date: 2028