

SOLICITATIONS

Policy Number: 150-02
Total Pages: 2

Effective Date: April 24, 2012
Revision Date: October 22, 2013

PURPOSE

To establish a uniform policy for solicitations by sales representatives or agents and employees on Library premises in order to alleviate disruption of Library business during normal working hours.

DEFINITION

Working hours include the working time of both an employee doing the soliciting or distributing, and an employee to whom such activity is directed.

STATEMENT OF POLICY

With the exception of Library-approved charitable activities, peddling or soliciting for sale or donation and distribution of goods of any kind by employees and non-employees on Library premises during normal working hours is prohibited. Solicitation by employees will be permitted only as outlined below. Exceptions may only be granted by the Library Director.

PROCEDURE

1. The Library limits solicitation and distribution on its premises because these activities can interfere with its normal operations, reduce employee efficiency, annoy patrons, and pose a threat to security.
2. Individuals not employed by the Library are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation, distribution, or similar activity on Library premises.
3. The Library may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees may volunteer to assist in these drives, but their participation is entirely voluntary.
4. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other Library property is prohibited. Distribution of literature in work areas and in any way that causes litter on Library property is prohibited at all times.
5. Employees are free to discuss these matters before or after normal working hours, and during lunch or rest periods in non-work areas.
6. Exceptions to this policy may be granted by and at the discretion of the Library Director.

DISCIPLINARY ACTION

Violation of this policy will subject the employee to disciplinary action up to and including discharge.