
Title: Solicitation and Posting Policy

Effective Date: 03/18/19

Authorized By: Library Board of Trustees

Date of Last Revision: 03/19/25

The Huntington City-Township Public Library strives to maintain an open, safe and unbiased environment for patrons. This policy is established to set guidelines for solicitation on library property and for the posting of fliers and other materials.

Solicitation

Solicitation will be defined as; any communication for the purposes of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing educational or promotional materials, (5) recruiting members or clients and (6) financial solicitations/transactions. This includes both active and passive solicitation activities.

Unauthorized solicitation for any purpose, other than Library or Friends of the Library activity, is strictly prohibited inside all Library buildings.

The Library recognizes the rights of individuals and groups that are protected by the First Amendment. The Library also upholds the rights of its patrons and employees to enter and leave the Library safely, without being impeded or unduly hindered. Solicitation outside the library will be permitted, as it is considered public property. The following limitations apply:

- Solicitation may not occur within 50 feet of any library entrance
- Solicitors must not interfere with anyone's free and unfettered use of the library
- Solicitors may not prevent any person from entering the library or using public walkways
- Solicitors may not intimidate or harass any person
- No tables, chairs, canopies or other structures may be placed on library property
- No solicitation is allowed for sales or commercial purposes

Absolutely no leaflets, pamphlets or other papers are allowed to be placed on vehicles in the Library parking lot.

Signs and banners are prohibited on Library property unless approved by the Library Director.

Passive solicitation for the donation of materials or money for nonprofit groups may be allowed at the discretion of the Library Director. These solicitations must be made directly by the nonprofit organization. Individuals will not be allowed to solicit on behalf of organizations. Passive solicitation may not disrupt Library operations, impede patrons from using the Library, or create unsafe conditions on sidewalks, roadways, or parking lots. In all cases, the Library will not be held responsible for the

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collection of any donations. The Library will not guarantee the security of any donations or the property of the nonprofit organization.

The Library Director or their designee will make the final decision on all solicitation activities and may rescind permission to solicit at any time and for any reason.

Posting and Bulletin Board Use

Posters and brochures advertising community events will be posted as space permits. Each Library building has a community bulletin board and space for pamphlets and informational material.

The following materials will be considered for posting:

- Free community events that are open to the general public
- Ticketed events of a cultural nature that are presented by nonprofit or not-for-profit organizations
- Charitable and fundraising events
- Information on community organizations that provide services to the general public

The following materials will not be posted:

- Any overt sales or private commercial brochures
- Personal notes
- Any religious or political material that limits access to services based on affiliation or membership
- Any material that is discriminatory or inappropriate

All posted items must be approved by the appropriate Library staff. Library staff will have the discretion to remove any materials as they choose.