



**Greenwich Library Policy
Soliciting on Library Premises
Approved September 15, 2020**

For definitions and other information relevant to understanding Library Policies, please see *Introduction to Library Policies*.

Solicitation is not allowed inside the Library. Solicitation includes, but is not limited to:

- solicitation of signatures on petitions;
- conducting surveys;
- distribution of leaflets, flyers, literature or other written material, samples, or other items;
- requests for donations (including placing receptacles for donations or other collections on the Library Premises); and
- sales of, offers to sell, or other promotional activities related to the sale of, goods or services.

The foregoing does not prohibit the posting of materials on the Library's Community Bulletin Boards in accordance with the Library Policy entitled *Use of Display Facilities and Community Bulletin Boards*.

Groups or individuals who wish to petition, solicit, canvas, or distribute leaflets, flyers, literature, or other written materials in Library parking lots, on sidewalks, or on other grounds surrounding the Library buildings may do so, subject to the following limitations:

- such activity is conducted in an orderly manner and in compliance with law.
- no such activity shall be conducted within 70 feet of any entrance to any Library building (including on the main entry stair of the Main Library building);
- persons engaged in such activity shall not (i) block, hinder, interfere with or otherwise impede Library users or staff wishing to enter or exit the Library or

parking areas or to use book returns or (ii) intimidate any person into, taking any action;

- persons engaged in such activities may not place or erect tables, chairs, umbrellas, tents, other structures or signs on Library Premises;
- no leaflets, flyers, literature or other materials may be left on vehicles in Library parking areas;
- no such activity is permitted for the purpose of sales or promotion of goods or services or other commercial purposes; and
- no such activity is permitted for the purpose of raising funds or promoting non-profit organizations other than the Library and the Friends of Greenwich Library.

All persons seeking to sell or offer to sell goods or services to the Library must comply with the requirements of the Municipal Code of the Town of Greenwich.