

Solicitation and Distribution Policy

The Riverdale Public Library District seeks to provide a welcoming and pleasant atmosphere for those in the facility; as well as ensure that all patrons are able to utilize the Library services, resources, and space free of disturbance. As a result, the Library requires any solicitation or distribution of materials be conducted under the following guidelines.

GUIDELINES:

Barring authorization from the Library Administration, solicitation or petition activities must be conducted outside the Library facility and without hindrance to or impeding passage of library patrons, visitors, or employees. Solicitation of funds and/or sale of goods and services within the Library is prohibited without authorization.

Circulation or distribution of advertising material is prohibited subject to approval by the Library Administration. The community board space is limited and provided on a first come, first served basis. Individuals wishing to display/distribute material must submit it to a Library administrative staff member. Any material displayed anywhere on Library premises without prior approval will be removed. If space permits, approved items will be placed on the community board and/or on a display rack by a member of the staff. Providers who leave flyers for distribution may restock as needed. Library staff will determine how long material remains on display and materials will be discarded when removed.

Sale or collections of goods, services, or funds by Library associates for the benefit of the Library is permitted within Library premises. Goods and services offered to the Library by business, local groups, and individuals will be accepted if received in good condition. Accepted donations are without obligation on the part of the Library. Businesses and individuals will be credited as appropriate.

Library Administration may approve exceptions to this policy.