



## Policy HR 3.8 Solicitation and Distribution

Adopted by the Library Board of Trustees: 01/24/2013

The Library recognizes that many worthwhile charitable causes, fundraising events and various enterprises of a commercial or potential nature exist in the region served by the Library. However, participation in such activities by Library employees may seriously detract from NOLS' responsibility to provide library service to the public on an equal basis, may constitute a hardship on individual staff members, and may lead to ill feelings on the part of Library patrons. It is the policy of the Library that solicitation of funds, sales of tickets or goods, distribution of literature and solicitation of membership in any organization, other than the annual campaign for the United Way, on Library premises or during working time are strictly prohibited unless prior permission is granted by the Library Director or designee.

Employees will continue to be afforded the opportunity to support many worthwhile causes through participation in United Way. Participation of employees in United Way shall continue to be strictly on an individual and voluntary basis.

### **I. Administration**

The Library Director is responsible for administering this policy.