

# **Beloit Public Library**

## **Staff Procedure**

### **Canvassing, Selling, and Soliciting**

#### **Canvassing**

Canvassing is: *To conduct surveys of public opinion and polls, or to seek signatures for petitions.*

Canvassing is **not** allowed inside the library. Outside the building (on library property), canvassing is **only allowed** in front of the building between the first two light posts on the north side of the doors. All other areas of library property, including the sidewalk in the parking lot and the south side of the building, are off limits for canvassing.

Canvassers in the approved area must not block or restrict access to the entrance in any way. They must not make patrons feel harassed or intimidated.

**On Election Days**, the petitions cannot be directly related to any individuals or referendums on the ballot. Also on election days, petitioning is restricted to individuals leaving the library so as not to influence or deter voters entering the polls.

#### **Selling**

Selling is: *To exchange or deliver for money or its equivalent.*

Selling of any kind is **not** allowed inside the library or outside the building on library property.

#### **Soliciting**

Soliciting is: *To seek to obtain monetary donations or donations of goods.*

Soliciting of any kind is **not** allowed inside the library or outside the building on library property.

When violations of the Canvassing, Selling, and Soliciting Policy occur, any security monitor, management level employee or designated person-in-charge should appropriately address the violation. All staff are responsible for notifying appropriate security or management staff when a violation is observed.

If violators refuse to comply with the policy, they should be asked to leave the property and suspensions may be invoked as needed. Refer to the behavior policy if the situation escalates, and call the police if safety of staff or patrons is compromised.

The Library staff, Friends at the Beloit Library, and the Beloit Public Library Foundation are exempt from the Canvassing, Selling, and Soliciting Policy.