



ADMINISTRATIVE POLICY MANUAL

Document Number: 10-008-00

Section: Administration

Subject: Solicitation in the Library

Effective Date: October 25, 1994

Summary: The subject of sales at the Olathe Public Library is discussed in this document.

- Policy:**
1. Door-to-door sales and personal solicitation of library users or staff by individuals who have items to sell is not appropriate use of library facilities, nor is it conducive to an atmosphere of study and relaxation which the library tries to maintain. These activities are forbidden on library premises, except for fundraising efforts of the Friends of the Library on behalf of the library.
 2. Patrons soliciting staff or other patrons may be asked to leave the library building if they refuse to cease solicitation.
 3. Staff who are involved in fund raising activities for friends or family may leave material, catalogues or other information in the staff room area. Direct solicitation of other staff is inappropriate and should not be done.

The library regrets it cannot become involved in selling items for many worthwhile community groups from the Circulation Desk. Requests for such activity create an added burden for library staff in the process of providing service to the public.