

## **Fund Raising Sales Policy**

**Adopted by the Hudson Area Public Library District Board of Trustees on November 13, 2011; re-approved 5/8/2018; re-approved 7/13/2021; re-approved 7/9/2024.**

Solicitation or offering for sale of goods or services by any groups, individuals or organizations is not permitted in the Hudson Library or grounds, except as authorized in the Community Room. The Board feels:

- Patrons should be free from unwanted solicitations while using the library;
- Some patrons may feel obligated to buy from solicitors at the library;
- The appearance of favoritism of any organization should be avoided;
- Such sales can create noise and activity that is distracting to patrons.

For profit use of the Community Room is governed by the Board policy on the use of that facility.

Not-for-profit groups having more than 50% of their membership as residents of the Hudson Area Public Library District, that wish to solicit library patrons for sales for fund raising purposes may do so by conducting the sale in the community Room. Such use, subject to the availability of the Community Room, must be approved in advance by the Library Director and is subject to all policies and rules governing use of the community Room.

In such cases, promotional signs directing interested patrons to the Community Room may be placed near the front library door, and other signs may be placed outside the library, so long as no sign hinders the flow of pedestrian or vehicle traffic. All signs should be removed when the session is completed.

Groups conducting sales on library premises may not store their goods at the library, and the library cannot be responsible for any items belonging to any groups that are lost, stolen, or damaged.

Groups may not state or imply in advertising that the library endorses their organization or the goods or services sold.

Due to limited counter space the potential for theft, the sale of materials placed anywhere in the library using the honor system, such as leaving a box of goods, a sign and a money receptacle, is not permitted.

The Board does not wish to deprive any charity of its means of raising funds. It is to serve all patrons of the library that the Board issues this policy. Should anyone wish to apply for an exception, they may do so by filing a written request, including the reasons they feel an exception is appropriate, with the Library Director at least 10 days prior to a library board meeting.