

### Signature Gathering and Petitions Administrative Policy

Solicitation for the purposes of a petition, distribution of literature or leaflets, canvassing or similar types of direct appeals by members of the public are not allowed in the library. Groups or individuals who wish to petition, solicit, canvass or distribute information to the public may do so outside of the library, with permission, as outlined below.

- Requests for permission to gather signatures in front of the library must be submitted **7 days** prior to the event by completing the form in its entirety.
- Petition-gathering may take place only once per day Monday through Friday, during the following times:
  - 10:00am to 2:00pm, or
  - 4:00pm to 8:00pm
- Do not impede access to the building or interfere with use of the building.
- The Library is providing outside space. Please do not actively recruit signatures within the building.
- No signs may be adhered to the building.
- The Library will not supply tables, chairs, or supplies, such as paper, pens, markers, tape, etc.
- The requesting organization may place tables and seating 10 feet to the left of the Library entrance.
- Absolutely no littering is allowed. The organization is responsible for all refuse, which must be discarded into a proper receptacle.
- The views and opinions expressed by those gathering signatures do not reflect the position of the Library staff, the Friends of the Library, Library Foundation or the Library Board of Trustees.

Adopted September 18, 2017