



BRIDGEVILLE PUBLIC LIBRARY

Solicitation and Literature Distribution Policy

Purpose: To outline the specifications and restrictions relating to solicitations and literature distribution on library premises including temporary collection boxes.

Soliciting includes the sale or distribution of merchandise, sales materials, tickets, insurance, coupons/business vouchers, magazine subscriptions, political campaign material, or anything not connected with the work of the library. Solicitation of library users or staff in the Library is strictly limited to the following three conditions:

1. Fundraising projects conducted by the Library or the Friends of the Bridgeville Public Library.
2. Those solicitations and fundraising projects cosponsored by the Library with the approval of the Library Director or his/her designee or the Library Board of Directors.
3. Those authorized and directed by the Library Director or his/her designee.

Display of posters, flyers, handouts, or any distribution of literature is prohibited except with the permission of the Library Director or his/her designee, and must comply with the Bulletin Board Display Policy.

Temporary Collection Boxes

Organizations and/or individuals may request that Bridgeville Public Library host temporary non-cash/non-gift card Collection Boxes that fulfill a community need or support the Bridgeville Public Library Mission. Priority will be given to organizations and/or individuals residing in Bridgeville Borough with a maximum of 2 temporary collection boxes at any one time. Those interested must complete an application to be reviewed and approved by the Library Director or his/her designee, and must comply with the following parameters:

1. Any solicitations or collections must be temporary in nature, not to exceed one month at a time.
2. At least 6 months must lapse before an organization/individual is eligible to place another box in the library. Priority will be given to organizations/individuals who have not participated within the past year.
3. Temporary Collection Boxes must be non-cash/non-gift card donation boxes that fulfill a community need or support the Bridgeville Public Library Mission. The

Library reserves the right to determine whether an organization's/individual's purpose and the type of collection are acceptable.

If approved the organization and/or individual must agree to the following terms and conditions:

1. The location of the Temporary Collection Box is at the discretion of the Library Director or his/her designee, and may be moved to accommodate the needs of the library.
2. The Library is not responsible for the security of the Temporary Collection Box and its contents other than general surveillance. The organization/individual agrees to hold harmless and indemnify Library from any and all damages to, or theft of, any property or donations relating to the Temporary Collection Box.
3. Organization personnel or individuals are responsible for checking the box and emptying it regularly. If a collection box is overflowing with donations, a staff member will reach out to the contact to alert them of the immediate need for pick up. If the donations are not picked up by the organization or individual within 2 business days, the library reserves the right to remove the material.
4. The organization or individual may state that the Library is a collection point, but the organization or individual may not imply that the Library is sponsoring or endorsing the project.
5. The Library will not promote the organization/individual/collection drive other than a flyer/poster (provided by the organization/individual) on the community bulletin board.
6. Boxes must not advocate or solicit consideration of a product or item sold by any charitable or commercial enterprise.
7. Collection boxes and their contents not picked up within 5 working days after the project ends will become the property of the Library and will be disposed as staff determines is appropriate.