



## **SOLICITING AND SELLING**

Solicitation means activities which include conducting surveys, requesting or collecting signatures (including signatures on petitions for candidates for public office), verbal soliciting or selling, and distributing leaflets or other material. Leaflets and other materials approved by Executive Director can be placed in the library vestibule.

Solicitation inside the Library facilities and at closed Library events is prohibited unless it is a survey on behalf of the library, non-profit group, or educational institution, subject to Executive Director's discretion. Library facilities include all building areas, including the Library community meeting room.

Solicitation is not permissible outside library facilities, on library property.

Solicitation may not disrupt library operations, impede customers from entering/exiting the library facility, or create unsafe traffic conditions on sidewalks, roadways or parking lots.

A request from a non-profit group wishing to solicit inside library facilities for selling, fundraising, or voter registration must be submitted to the Executive Director or designee at least 7 days in advance. Approval of solicitation by a non-profit group is subject to the library's discretion. For-profit groups are prohibited from engaging in solicitation inside library facilities.

Solicitation must comply with City of Highwood ordinances, rules and regulations.

Solicitation is subject to compliance with the Library's Patron Code of Conduct.

Programs or events which are sponsored or co-sponsored by the Library and/or the Friends of the Highwood Library and Community Center are exempt from this policy.

**Approved: February 23, 2026**