

## **Solicitation & Distribution**

### **Non-Employees**

Organizations and persons not employed by the Library are prohibited from canvassing, distributing literature, circulating petitions or selling merchandise to employees or customers on Library premises. Soliciting is not permitted on Library property at any time.

For the purposes of this policy off-duty employees are considered non-employees. Access to library premises by off-duty employees, for purposes other than personal library business, is prohibited unless prior approval is obtained from your Department Head or the Director.