

SOLICITATION AND DISTRIBUTION

Employees

Literature may not be distributed at any time by anyone in any area of the Library except with prior approval of the Director, and only literature relating to library services and programs may be distributed in the library.

Activities, including soliciting, during working hours on behalf of any organization or agency -- including those of a charitable, educational or profit making nature -- are not permitted on Library premises.

When employees are on Library property and are not working, they must follow rules of behavior required of any patron, including the prohibition against solicitation of any kind by patrons.

Employees who have questions concerning this policy are asked to contact their Department Head or the Director.

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PERSONNEL

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