



## **Watertown Public Library Lobby, Foyer, and Hallway Use Policy**

The Library Board seeks to balance the Constitutional rights of citizens in public places with the right of library customers to seek information in a pleasant atmosphere. This policy outlines procedures to be followed by individuals and groups that wish to canvass (including the taking of surveys and the circulation of petitions), sell (including the seeking of donations) or gather with a group of two or more individuals in the lobby, foyer or hallway at the Watertown Public Library. Solicitation and canvassing of the public or the staff is not permitted on Watertown Public Library property or property under the control of the Library Board of Trustees.

1. Soliciting is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the Library.
2. Canvassing is defined as petitioning or distributing written materials or soliciting for political, charitable or religious purposes on Watertown Public Library property or property under the control of the Library Board of Trustees.
3. Gathering is defined as a group of two or more individuals meeting for any purpose.
4. Library property is considered to include the library building, parking lot, grounds and entrance. Canvassing and solicitation is allowed on the public sidewalk. Blocking of egress to the library is not allowed.
5. No canvassing or selling is allowed within staff work areas, the staff lounge, or any interior spaces such as hallways, restrooms, etc.
6. Gathering is not allowed in unreserved library space in public passageways in the library.
7. The library will serve as a collection place for library-related surveys only.
8. The following are exceptions to the above:
  - The Library staff and Friends at the Watertown Library may take surveys related to library business in any part of the library.
  - The Friends of the Watertown Public Library and the Watertown Public Library Foundation may solicit memberships in their organization and donations. Library staff may receive money to be passed on to the Friends or Library Foundation.
  - Library book sales and other Friends' fundraisers may be held in the library as long as the proceeds directly benefit the Library. Library staff may receive money to be passed on to the Friends of the Library.
  - Materials by a library-sponsored performer or author may be sold in conjunction with the event.
  - Limited selling activity by library staff members to other library staff members is allowed in the staff lounge of the library.