

05-17-07 Rev 1/16/2020	POL	I-2
SALE AND PROMOTION OF GOODS AND SERVICES		

## **SALE AND PROMOTION OF GOODS AND SERVICES**

It is the policy of the Brown County Library Board that staff members and library facilities not be used for advertising or promoting the interests of any non-library agency or organization, public or private.

### **Solicitation**

It is the general policy that the Board shall not permit the use of library facilities or staff for the solicitation or sale of materials, programs, or equipment containing commercial messages or those designed to persuade library patrons or staff to acquire a particular product or service offered by a named individual, company, organization, association, or agency. This general restriction on solicitation is subject to the exceptions as provided in the Sale and Promotion of Goods and Services Policy.

### **Commercial Interests**

Organizations/businesses that rent the use of library space are permitted to promote and sell their goods and services. If goods or services will be sold when using the library's premises, regardless of commercial or non-profit status, the applicable room rental fee will be assessed unless it is conjunction with a library or library-sponsored event.

### **Sales of Goods and Services at Library or Library-Sponsored Events**

Programs sponsored by Brown County Library are presented for the education or entertainment of the Library's patrons.

Organizations/businesses that are participating in a library program may promote and sell their goods and services subject to one or more of the following conditions:

- Sales take place before or after the program;
- A vendor fee, if applicable, in an amount that is typical of the vendors' industry, is paid; and
- The library may condition the sale of books or other goods on the library's receipt of an appropriate commission on the sale of such books or goods or on an appropriate donation of books or goods to the library's collection.

Speakers or entertainers may promote their business or service by having business cards or promotional material available for the patrons attending the program to pick up if they so desire.

### **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit library patrons or the Brown County Library system as a whole, but participation in such special activities may not:

- Have the primary effect of advancing a special product, group, or company; or
- Make unreasonable demands upon the time of staff or upon the resources of the Brown County Library.

### **Distribution/Posting of Literature**

- No outside organization or staff member or library patron representing an outside organization may distribute or post literature on that organization's behalf on library property without the permission and prior review of the Communications and Library Program Manager
- No materials from any profit-making organization are distributed to library patrons.

### **Friends of the Brown County Library, Inc.**

This policy does not apply to the Friends of the Brown County Library, Inc. for specific fundraising events that receive prior approval from the Library Director or in his/her absence, the Deputy Director, or Communications and Library Program Manager. All proceeds from such events should enhance specific library services.