



## **Watertown Public Library Lobby Use Policy**

The Library Board seeks to balance the rights of citizens in public places with the right of library customers to seek information in a pleasant atmosphere.

Solicitation, canvassing, and gathering is generally not permitted in the common spaces of the Watertown Public Library (lobbies, foyers, hallways, restrooms, and similar spaces) nor is the same permitted on property under the control of the Library Board of Trustees. This general prohibition is subject to the exceptions outlined below.

Solicitation and canvassing is not allowed within staff work areas and the staff lounge.

### **DEFINITIONS:**

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.
3. "Gathering" is defined as a group of two or more individuals meeting for any purpose.
4. Library property, as referenced in this policy, includes the library building, parking lot, grounds, entrance, and any such similar property under the control of the Library Board pursuant to Wis. Stat. §43. Canvassing and solicitation is allowed on the public sidewalk, subject to securing approval from Library personnel and any applicable municipal government authority. Blocking of egress to the library is not allowed.

The Library staff and Friends of the Watertown Library may take surveys related to library business in any part of the library.

The Friends of the Watertown Public Library ("Friends") and similar charitable organizations benefiting the Library may solicit membership and donations. Library staff may receive money to be passed on to the Friends or such similar charitable organizations.

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 Friends.

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.