

## **Solicitation Policy**

Individuals not employed by the Library are prohibited from all activities of solicitation and distribution of any written or printed material of any kind for any purpose on Library property without the permission of the Director.

United Way and the Friends of the Library are Library-approved external organizations which are exempt from this policy.

Employees are prohibited from engaging in any and all activities of solicitation or distribution during working time for any purpose. Working time means the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. Distribution and solicitation is not permitted at any time in work areas. Work areas do not include parking areas or break rooms.