

**Poplar Bluff Municipal Library
Solicitation
Policy, Procedures, and Guidelines
Library Board of Trustees
June 6, 2022 Approved**

I. Overview

Pursuant to the authority granted to the Poplar Bluff Municipal Library District under RSMo § 182.230, this policy establishes reasonable rules and regulations controlling public assembly and the petitioning and distribution of literature to employees or patrons on Poplar Bluff Municipal Library District property by individuals or groups.

The Poplar Bluff Municipal Library District (PBMLD) makes designated areas available for individuals, non-profits, or governmental agencies to acquire signatures for initiative petitions for the State of Missouri and its political subdivisions, or to complete public or educational research questionnaires. Fundraisers for the library are allowed and as approved by the Library Director. The library may post local events or community information that meets the library's mission and vision statements.

II. Digital Signage and Community Service Web Page.

The library has a web page and digital signage. The library may post flyers for local community service and community events. Any item posted must support the library's mission and vision statements and serve the greater good of the community. All information to be posted must be approved by the library director or assistant director in the director's absence before posting. The library reserves the right to refuse requests for posting if it is deemed not to fit the library's mission. Examples of events not meeting community service are for-profit sales promotions, legal/medical advice, for profit tax services, proselytizing, etc. The library may require the person/organization interested in posting to provide proof of 501 (c) 3 status. Providing this information does not guarantee posting.

III. Petitions and Campaigns

PBMLD upholds the presentation of petitions as a fundamental right of political expression. However, aggressive solicitation of patrons by petitioners, campaign workers or volunteers is prohibited. Petitioning and campaigning activities must not interfere with patrons' ability to enter or leave library facilities or parking lots.

Directly handing out flyers or other material to patrons is prohibited unless covered under the campaigning provisions stated below.

Solicitations of signatures or initiative petitions are allowed outside of the PBMLD buildings and grounds under the following terms and conditions:

1. Solicitations of signatures may only take place during the library's regular business hours.
2. Solicitations of signatures at the Main Street Branch must take place on the 2nd, Oak, and Main Street sidewalks. Entrances/Exits to the garden, parking lots or steps must not be blocked. At the Ridgel branch, petitioners may use the MoDOT right away and cannot block the drive to Covenant Fellowship Community Church or use library parking. Any permissions needed from the Missouri Department of Transportation for use of the right of way are the responsibility of the petitioners.
3. Petitioners are not guaranteed the use of an area protected from sun, heat, or inclement weather.
4. Solicitations of signatures may not impede the normal business operations of the library, may not obstruct foot or vehicular traffic on library property, and may not block entry to the library building. Library patrons may choose to stop or not stop, and may not be harassed, threatened or detained by persons seeking to solicit signatures.
5. Signs promoting petitions may not be placed on library property and petitioners must in no way affiliate themselves with the Library, either through written publicity, signage, or verbal statements.
6. Persons wishing to solicit signatures for initiative petitions on library property shall
 - a. Notify the library of their intent
 - b. Check in at the user services desk
 - c. Fill out an information sheet
 - d. Sign a release from liability before they begin their solicitation of signatures. Each person involved in the solicitation must fill out the information sheet and sign the release from liability.

Campaigning on any PBMLD premises, whether for ballot issues or for elected office, is prohibited at all times, other than on legally designated election days if the building is used as a polling place. On election days, such peaceably and reasonably conducted campaigning shall be permitted, but only in those areas which are at least twenty-five (25) feet outside of the building entrance nearest the poll and which are designated by the library for such purposes. Campaign signs and political signs, for ballot issues and elected office, may not, at any time, on election days or otherwise, be placed or hung on library premises, at any location.

IV. Fundraising

Fundraising, asking for money or selling goods and services on PBMLD property is prohibited. Library staff or volunteers participating in approved activities sponsored by the Library, Friends of the Library, and the PBMLD Foundation are exceptions to this policy.

V. Solicitations

Solicitations, in the form of requests for donations (including receptacles for donations) and requests for monetary or other personal assistance are not allowed on library property. (Exceptions include Friends of the Library, Foundation, food drives, Little Free Libraries, library book sales, or other such charitable work including eye glass donations for Lion's Club as long as these activities do not interfere with patron use of the library).

Commercial solicitations are not allowed on library property.

VI. Penalties

Persons who violate these regulations will be asked to leave library property. If such persons refuse to leave library property, the staff member in charge of the building is authorized to call the local police department, to make a formal complaint, and to request the persons be charged with trespass.

Use of library property by petitioners does not indicate the Library's opposition or endorsement of the issue that is the subject of the petition, and the Library will not assist the petitioners in the solicitation of signatures.