

Subject: Selling and Soliciting in the Library
Effective: June 2003
Revised: June 2023

1.0 PURPOSE

- To prohibit the selling of goods and/or services in libraries;
- To prohibit soliciting in libraries; and
- To limit the collection of donations in libraries.

2.0 APPLICATION

This policy applies to library patrons, volunteers and employees of New Brunswick Public Library Service (NBPLS).

Exemption: As described in section 6.5 of this policy.

3.0 DEFINITIONS

Library refers to the physical facility and surrounding property.

Materials refer to all printed materials intended for distribution by persons or organizations not directly involved in or linked to the library. Examples include, but are not limited to, petitions, newspapers, magazines, pamphlets, leaflets, posters, stickers, buttons, posters, questionnaires, surveys, and contests.

Patron refers to any person who is on the library premises who is not a library employee or volunteer.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act.](#)

5.0 GOALS / PRINCIPLES

- As a public space, it is the responsibility of libraries to provide library facilities, materials, programs and services in a value-neutral and welcoming environment that facilitates learning through access to a variety of viewpoints and expressions.
- Library patrons, employees and volunteers have the right to work in or use the library without being subject to selling and solicitation by others.

6.0 REQUIREMENTS / STANDARDS

- 6.1** While on library premises, patrons shall not (see exemptions in section 6.5):
- Sell, distribute, or advertise any products, services, or printed materials;
 - Beg or solicit/petition for any purposes.
- 6.2** If a patron persistently, and without regard to a library employee's instructions, disregards this policy, the library employee in charge may:
- Suspend or revoke the patrons borrowing privileges;
 - Prohibit the patron from entering the library facility for a specified period of time; or
 - In extreme cases of disruptive behavior, call the police for assistance.
- 6.3** Library employees and volunteers shall not sell, solicit/petition or advertise any product or service in the library in accordance with the Province's Conflict of Interest Policy – [AD-2915](#).
- 6.4** Donation boxes for money, which are not related to library fundraising events, are not permitted in the library.
- 6.5** Exemptions from this policy are the following:
- Library patrons may post materials of an educational, recreational, cultural, philanthropic or civic nature in the library's public notice / display area with the approval of the library employee in charge.
 - Petitions that are library-related and national or provincial in scope (e.g. library mail rate), and approved by the Executive Director of NBPLS.
 - Based on local community needs, donation boxes for goods (e.g. Food Bank, Knit-for-Kids) are permitted in the library with the approval of the library employee in charge and local library board.
 - Initiatives related to health and wellness with the approval of the Executive Director of NBPLS.
 - Products or services may be advertised, solicited or sold in meeting rooms located in the library or managed by the library. In this case, library patrons can apply for and use library meeting rooms as a private citizen under the same conditions stipulated for the public in Policy 1076 – Use of Meeting Rooms.
 - In accordance with Policy 1053 – Standards for Generating Revenue, library employees and volunteers, at the front line of service provision, may engage in limited library fundraising activities during their work hours, with the approval of the Regional Director.

- Library employees and volunteers may participate in fundraising projects in accordance with the Province's Charitable Campaigns Policy – [AD-2918](#).
 - If authorized by the library employee in charge or Regional Director, library employees and volunteers may conduct informal fundraising among colleagues or display materials only if there is a staff designated area in the library; and as long as it does not interfere with the carrying out of assigned responsibilities. This is in keeping with the Province's Conflict of Interest Policy – [AD-2915](#).
- 6.6** Any materials distributed without permission or otherwise violating this policy will be confiscated and disposed of by library staff.
- 6.7** The posting of the following material in public notice / display areas is always prohibited in the library:
- Materials that are libelous and harmful to a person's reputation;
 - Materials which contain any indecent language;
 - Materials that advocate violence and constitute insulting or hostile words. These include threats of violence, defamation of character or of a person's race, religion or ethnic origin.

7.0 GUIDELINES / RECOMMENDATIONS

When it is unclear whether materials are appropriate for display in the library or if a request to display materials or donation boxes for goods raises questions or concerns, the library employee in charge shall request the Regional Director's involvement in the decision.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

In very exceptional cases, Regional Directors, in consultation with the chair of the local library board, may temporarily exempt a library from clause 6.4 of this policy.

9.0 REFERENCES

Administration Manual System Policy (AD-2918) – Charitable Campaigns.
(<http://intranet.gnb.ca/intellinet/adminman/>).

Administration Manual System Policy (AD-2915) – Conflict of Interest.
(<http://intranet.gnb.ca/intellinet/adminman/>).

Policy 1053 – Standards for Generating Revenue. New Brunswick Public Library Service.

Policy 1076 – Use of Meeting Rooms. New Brunswick Public Library Service.



NEW BRUNSWICK PUBLIC LIBRARY SERVICE

Policies of special interest to staff in public-school libraries:

Policy 120 – Materials for Distribution in Schools. Department of Education.
(<http://www2.gnb.ca/content/gnb/biling/eecd-edpe.html>).

Policy 315 – School/Community Partnerships and Sponsorships. Department of Education.
(<http://www2.gnb.ca/content/gnb/biling/eecd-edpe.html>).

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354