



OREGON PUBLIC LIBRARY
FUNDRAISING AND SOLICITATIONS POLICY

I. Authorization to Conduct Fundraising Campaigns

- A. The Library encourages fundraising efforts on behalf of the Library as formally authorized by the Oregon Public Library Board of Trustees.
- B. Fundraising of any type by other persons and organizations will be reviewed on a case by case basis. These types of fundraising will be done for library purposes only.

II. General Guidelines

- A. Fundraising efforts may include but are not limited to an annual campaign, a building campaign and general fundraising for matching grants.
- B. All funds raised or donated in accordance with this policy will be used at the discretion of the Library Board of Trustees.
- C. Sales and solicitations at the library must be restricted because of the following:
 - 1. Storage and shelf space in the library is limited.
 - 2. Normal activities of the library demand the staff's full attention at the public service desks.
 - 3. The Library cannot assume responsibility for other groups' money.
 - 4. The Library cannot function as a sales office for all worthwhile charities and groups in Oregon.
- D. Prohibitions include, but are not limited to:
 - 1. Soliciting and/or selling services, money, items or signatures, except for library or library-related activities.
 - 2. Canvassing and/or distributing printed materials, literature or other items that have not been approved by the Library for use inside the Library building.

3. Surveying Library patrons or Library staff in the Library or on Library property by outside groups.
 4. Posters and/or fliers announcing a campaign or ticket sales to benefit non-profit, civic and/or community organizations may be displayed in the community information shelving unit in the lobby if space allows. Materials may also be displayed on the community bulletin board if they have been approved and comply with the Library's Public Bulletin Board Policy.
 5. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.
 6. The Friends of the Oregon Library group is considered to be a library-related group.
 7. The only exceptions to the non-solicitation policy are those authorized by the Library Director or for fundraising activities that involve Library staff and/or their extended families.
- E. The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for the Library on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

III. Definitions

- A. Soliciting is defined as the sale or distribution of merchandise, sales of materials, tickets, insurance, coupons, magazine subscriptions, political campaigns materials or anything not connected with the work of the Library.
- B. Canvassing is defined as petitioning or distributing written materials or soliciting for political, charitable or religious purposes on Oregon Public Library property by the public or members of the Library staff.

Adopted May 9, 2012