



Round Lake Area Public Library  
906 Hart Road  
Round Lake, IL 60073  
847-546-7060  
[www.rlalibrary.org](http://www.rlalibrary.org)

## **Solicitation and Distribution Policy**

### **I. Guidance and Objectives**

The Round Lake Area Library (RLAL) recognizes the distribution of literature and presentation of petitions by individuals and groups is a fundamental right, protected by the First Amendment. The library also upholds the rights of its patrons and employees to enter and leave the library safely, without being impeded or unduly hindered. The Library Board of Trustees hereby declares the Round Lake Area Library and its environs are NOT a public forum except for the specifically designated limited public forum areas within the library or outdoor areas belonging to the library set forth herein, which are intended to be used narrowly for the purposes described in this policy.

### **II. General Guidelines**

- Distributing leaflets posting of notices, selling, or soliciting is prohibited anywhere in the library or on library property except with authorization from the library as outlined below.
- The sidewalks outside the library are a public forum. People are allowed to ask patrons to sign nominating petitions, answer surveys, etc. To help ensure safe and unrestricted access for all library visitors, this activity shall not occur inside the entry vestibule, any place within the library building, or within 15 feet of the vestibule's doorways and all other points of entry to or exit from the building.
- No one may interfere with patrons' entry into the building or approach them in a manner which might be considered harassing.
- The library reserves the right to ask petitioners and other individuals utilizing the designated public forum areas to leave if they are in violation of the Patron Code of Conduct Policy.
- The library reserves the right to restrict petitioning and other public forum activity during special events.

### **III. Distributing and Display Guidelines**

- The library has elected to make a designated bulletin board a limited public forum designed specifically and only for the communication, by eligible community-based organizations, of non-commercial information relevant to the community which the library serves.
- Postings must be submitted to the library for review and consideration for items that meet the following criteria
  - Be from an organization that has not-for-profit status or is a governmental entity and having a significant relationship to the library's community
  - Be relevant to the Round Lake Area communities
  - Be suitable for viewing by patrons of all ages



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- The presence of postings, displays, and collections does not constitute an endorsement of its content or purpose by the library.
- Library postings and announcements, and other public service announcements will have absolute priority over any announcements submitted by other organizations.
- Materials will be displayed or available as handouts for a limited time depending on space. The library reserves the right to discard materials that are no longer timely.
- Distributing leaflets or posting of notices not authorized by library administration is prohibited anywhere in the library or on library property.

#### **IV. Merchandise Sales Guidelines**

- Merchandise sales of goods or services by the general public are not allowed in the RLAL building, in the parking lot, or on library grounds. Only RLAL and its sanctioned groups are permitted to conduct sales.
- Individuals or groups who speak or perform at a library-sponsored program may sell their books or merchandise that relate to the topic of that particular program with prior approval from library administration. The presenter is responsible for all financial transactions, including collecting and filing applicable sales tax. Library staff is not expected to order books, keep inventory, or handle money from such sales.

#### **V. Electioneering Guidelines**

- RLAL serves as a polling place for local, state, and federal elections. During an election voting period all state and federal election laws are enforceable in the library building and on library grounds.
- Outside of election voting periods electioneering follows the above guidelines for petitioning, distributing, display, and sales.

Approved: February 23, 2022