

## Library Sales/Solicitation Policy

### Friends of the Library Sales:

The Friends of the Library (FOL) may conduct sales of items and collect donations within the library as arranged with the Library Director. Library Staff may collect funds for the Friends of the Library by documenting the amount and purpose, and holding funds as per procedures agreed upon by the FOL and Library Director. The FOL has the responsibility to comply with all state and federal reporting requirements on their finances.

### Community Publications:

The library shall offer the *Jemez Thunder* or similar publications serving the community for sale as a public service. Procedures for this will be via agreements with the FOL Treasurer and the publisher of the publication. (Note – currently there is no charge for the Jemez Thunder, May 2018, but if this changes policy will allow for sales within the library.)

### Community Non-Profits:

Donation opportunities for non-profit organizations (other than FOL, addressed above), may be provided in the library at the discretion of the Library Director. Examples of this might be the Jemez Helping Hands annual giving tree, and the basket for donations to the food pantry. The library will not be held responsible for and losses or theft of donations made to other organizations. The library retains the right to refuse donation displays. Complaints about such refusals may be directed to the Library Board.

### Sales by Library Program Presenters:

With the prior approval of the Library Director, presenters of programs at the library may sell relevant items after presenting. Some typical examples are:

- ) Authors selling their books after book talks
- ) Musicians selling their cds after a musical performance
- ) Animal conservation groups selling miniatures or photos with the animals

Visiting performers will not require a local business license in order to do one-time sales after a performance.

### Artwork Sales:

The library may allow sales of artwork displayed in the conference room or library via an established separate procedure.

**Note:** Important aspects of a procedure would be to ensure that business space is not being provided for free to artists (anti-donation clause); therefore a percentage of sales would need to be provided to the library. In addition, fair access to display space would need to be established in

the procedure; limiting artists to those from one gallery, for example, would not be appropriate. Funds may be exchanged between the artist and customer within the library/conference room if desired and established via the procedure. The artists must be under a licensed business within the Village of Jemez Springs. The agreement should also address the possibility of theft or damage to the artwork.

**Non-Library Events in the Conference Room:**

The Village of Jemez Springs shall be responsible for any rules governing sales in the conference room during non-library events.

**Solicitation**

No unauthorized solicitation of funds or sales of goods and services are allowed. At the discretion of the staff on duty, local sellers such as students with school fund raising sales and local produce sellers may be allowed to sell to staff. Donation repositories for individuals (such as students or families seeking funds for travel or medical costs coverage) will not be displayed in the library; the community bulletin board can be used to display information about how to donate to various causes. (Please see "Community Information Center" policy for rules about posting).

Adopted by Library Board 5/15/2018