

# Bedford Public Library

## Petitions and Solicitations Policy

### Policy Statement 1—Community Share Zone

The Bedford Public Library provides a designated zone for individuals and organizations to share information about community activities or to solicit for petitions.

- 1.1 Public solicitation of signatures for the purposes of a petition, distribution of literature or leaflets by individuals or organizations, canvassing, surveying and similar types of direct appeals by members of the public is only permitted in the designated Community Share Zone.
- 1.2 No leafleting or distribution of literature, or solicitation is permitted for the purpose of selling items, renting apartments or other for-profit activities.
- 1.3 Only the City of Bedford affiliated organizations including the Bedford Library Friends and Bedford Public Library Foundation may conduct not-for-profit fundraising activities.

### Policy Statement 2—Code of Conduct

The Library seeks to balance the constitutional rights of citizens and organizations with the rights of Library customers and staff when using public space.

- 2.1 Individuals will not seek to intimidate or harass patrons and staff entering or exiting the building into signing a petition or accepting a leaflet.
- 2.2 Individuals must stay in the designated Community Share Zone.
- 2.3 Individuals who do not abide by Library's Code of Conduct or create a nuisance, such that the regular business of the Library is disrupted, shall be required to immediately cease all activities relating to solicitation for a petition or leafleting and to leave the Library premises immediately.
- 2.4 A representative must remain at the table.
- 2.5 Organizations are responsible for maintaining and removing all materials at the end of their designated time.

### Policy Statement 3—Regulations

Due to limited space and to create fair usage, individuals and organizations must register in advance.

- 3.1 Anyone wishing to solicit signatures for a petition or leaflet should inform the Library Administrative office during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) of their desire and intent to solicit signature for a petition.
- 3.2 The Library will supply one table and two chairs in the designated area of the lobby.
- 3.3 In the event that more than one person wishes to use the Library in this way at the same time, the Community Share Zone will be assigned by Library Administration on a first come, first served basis. If these activities are to take place on more than one day, the Library will require that petitioners take turns.
- 3.4 Reservations may be made no more than 30 days in advance. Only 2 days per month may be reserved. Reservations are available Monday – Friday during library operating hours. **Early voting dates are not available to be reserved.**
- 3.5 City and Library activities and events will take priority.

# **BEDFORD PUBLIC LIBRARY**

## **PETITIONS AND SOLICITATIONS REQUEST FORM**

In order to provide the community the opportunity to be involved in cultural, educational, and political activities, the Bedford Public Library provides a table and chair to individuals who wish to share information about community activities or to solicit for petitions. Please complete the form below and deliver it to the Library Director or Administrative Coordinator.

Only one table is provided in the lobby at any time so if another group or individual has already requested the same date you have selected you will be required to select a different date. Scheduled city and library activities may also preclude your use of the lobby table. Reservations may be made no more than 30 days in advance. No more than 2 days may be reserved in one month.

### **Community Share Zone Schedule**

Mondays 10:30 – 7:00 pm  
Tuesday 10:30 – 4:00 pm  
Wednesdays 10:30 – 7:00 pm  
Thursdays 10:30 – 7:00 pm  
Fridays 10:30 – 4:00 pm

DATE REQUESTED: \_\_\_\_\_

TIME REQUESTED: \_\_\_\_\_

NAME OF GROUP OR ORGANIZATION: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

REQUESTOR ADDRESS: \_\_\_\_\_

REQUESTOR PHONE: \_\_\_\_\_

REQUESTOR EMAIL: \_\_\_\_\_

NAME(S) OF THE PERSON AT THE TABLE: \_\_\_\_\_

