

**MNG-14****CANVASSING, PEDDLING AND SOLICITATION****Policy Statement:**

As a limited public forum, Manhattan Public Library respects and supports the free speech of its patrons. It must, however, set limits to certain activities both in order to ensure equal access to the library and its services, and to ensure that the beliefs and opinions of one group do not interfere with those of another.

**Definitions:****Peddle / Peddler:**

To carry or convey goods, wares, or merchandise for the purpose of offering or exposing the same for sale. A peddler is any person engaged in this activity.

**Solicit / Solicitation / Solicitor:**

To take or attempt to take orders for the sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future. A solicitor is any person engaged in this activity.

**Canvass / Canvasser / Canvassing:**

Noncommercial activities such as opinion sampling, poll-taking, campaigning, proselytizing, petition-passing, or other similar activities.

**Regulations:****Peddling and Soliciting:**

- 1) Peddling, solicitation, and canvassing of any kind are prohibited on library property. Library property is considered to include the library building, parking lot, grounds, and entrance. This includes, but is not limited to panhandling, seeking donations, or raising funds through the selling of goods or services. There is an exception for individuals and organizations that have been invited to distribute or offer for sale items in conjunction with an approved library-sponsored event.
- 2) Peddlers, canvassers, and solicitors will be asked to leave library property, and may face trespassing charges if they do not comply.
- 3) Canvassing is allowed on the public sidewalk outside the library. Reasonable time, place, and manner restrictions on these speech rights are addressed in the following section.

**Canvassing Restrictions on Public Sidewalks:**

- 1) Canvassers may not block or in any way obstruct library users from entering the library. City of Manhattan Code section 30-1(a) details prohibitions against blocking and obstructing public sidewalks.
- 2) Canvassers must in no way claim affiliation with the Library either through written publicity, or verbal statements.
- 3) No tables, chairs, or other furniture or signs are allowed on walkways leading to library entrances.
- 4) The library reserves the right to request canvassers to relocate if patron access to library entrances is hindered. Persons failing to promptly comply with such a request could be cited for trespassing.
- 5) All canvassing is prohibited during the hours between one-half hour before sunset and 8:00 a.m., and at any time on Sunday (City of Manhattan Code section 24-2(b)(1)).
- 6) The presence of canvassers outside of the library does not constitute the library's endorsement of the policies, beliefs, or political affiliations of petitioning persons or groups, nor does it constitute an endorsement of any candidate, or initiative.

**Guidelines:**

- 1) As an alternative to canvassing outside the library, groups may reserve a meeting room.
- 2) Public sidewalks are those along streets bordering the library. Sidewalks on library grounds leading from the parking lot to library entrances are not considered a traditional public forum.