



Solicitation Policy

BOARD POLICY

Pikes Peak Library District (PPLD) has authority to make reasonable rules that are universally applicable and content-neutral regarding the allowed uses of our library facilities and property. Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

PROCEDURES

A. Allowed Activities for On-site Solicitation

PPLD allows:

- A. The circulation of petitions and electioneering outside of library facilities only.
- B. Activities of nonprofit organizations including sales and distribution of information, with prior approval of PPLD.
- C. Media and public awareness events with prior approval of PPLD.

The following apply to all such activities:

- A. Persons may stand on Library property as long as they do not block entrances and exits, interfere with, or harass patrons seeking to use the Library.
- B. Petitioners must obtain a license from the Secretary of State, and display an appropriate identification badge.
- C. Unmanned posters, banners, yard signs and other outdoor displays shall not be posted or left anywhere on Library District property.
- D. No unauthorized solicitation of funds or sales of goods and services are allowed.
- E. Individuals and groups can reserve and utilize available meeting rooms at library facilities, as long as they adhere to PPLD's [Meeting and Study Room Policy](#).

- F. Solicitors must secure a letter of authorization from the Communications Office and/or Foundation Office for all activities, with the exception of petitioning. A copy of each letter will be provided to the solicitor, as well as PPLD Security, the Library Manager and staff, and the Communications staff.

II. Promotion and Display of Materials

Programs hosted by members of the community are not sponsored by PPLD, nor does PPLD provide marketing assistance or promote these programs. Brochures and flyers about library events and programs, as well as community events and programs, are displayed in community literature racks and on bulletin boards. These displays are intended for programs that are free to the public or sponsored by nonprofit organizations. PPLD sponsored activities are always given priority, followed by local activities and events of interest when deciding what to post in each library.

- A. The Library Manager or Supervisor must approve all postings not produced by PPLD or previously approved by the Communications Office.
- B. Community postings are subject to approval by PPLD based upon the availability of space, the size of the posting, and the applicability to their local community.
- C. Duration of a posting may be limited in time as determined by the Library Manager or Supervisor. Postings are never for an indefinite time and may be removed at the discretion of the Library Manager or Supervisor.
- D. Commercial or personal services, social events, goods, or merchandise will not be advertised.
- E. Each community literature display and/or bulletin board will contain a sign stating: "Literature on display here does not imply endorsement by Pikes Peak Library District."
- F. The Communications Office distributes community literature to all library facilities. Each library is responsible for its own displays.

Questions and solicitor inquiries should be directed to PPLD's [Communications Office](#).