

1.7 Solicitation

Adopted: August 14, 2002

Amended & Reapproved: February 18, 2005; June 20, 2007; June 17, 2009; January 18, 2012; August 17, 2016; January 16, 2019; August 17, 2022; August 20, 2025

POLICY:

It is the mission of the Council Bluffs Public Library to provide our community access to enrichment, connection, and discovery. The display and presentation of information may in no way solicit community members unless the following guidelines are adhered to:

- Solicitation for the sale of services or merchandise, or the evangelizing of personal views on Library grounds or within the Library building is prohibited.
- The sale of lawful services or merchandise in conjunction with public and/or private programs conducted within the Library meeting or conference rooms must be sanctioned by the library director.
- No distribution of flyers, pamphlets, or other materials is allowed in the library or on library property, unless pamphlets have been approved by the library administration.
- Donation boxes for collection of items will not be accepted unless they are sponsored by a local community service organization for distribution to local populations.
- The sponsoring agency with contact information and an end date must be indicated on the donation box.
- Prior arrangements for all donation boxes must be made with the Circulation Manager. The location and size requirements of all donation boxes will be determined by the Circulation Manager.
- Groups/individuals who do not remove donation boxes by the appointed date will forfeit future use of Library as a collection point.
- The Library assumes no responsibility for any damaged, lost or stolen items from a donation box. Donation boxes that have been defaced will be removed.
- Money donation canisters are not allowed.