

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-80-25**

**SECTION: Facility Usage**

**SUBJECT: SOLICITATION, PETITIONING OR DISTRIBUTION OF LITERATURE IN LIBRARIES**

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**SUMMARY**

This regulation establishes the policy for solicitation -- which may include soliciting for petitions, personal campaigning, and personal distribution of literature to Library employees or Library patrons in Library buildings and on Library grounds.

**Effective Date:**

Reviewed

August 17, 2011  
October 4, 2017  
July 14, 2022

**POLICY**

Limited  
Exceptions for  
Petitioning and  
Distribution of  
Literature

a. Persons are prohibited from engaging in the personal distribution of literature and/or solicitation of Library employees and Library patrons in Library buildings and on Library grounds, with exceptions noted below. Government agencies that disseminate information in Library buildings pursuant to the approval of the County Librarian are not engaged in solicitation, petitioning, or distribution of literature, as defined in this regulation.

b. Petitioning is allowed in the following circumstances: Inside a library, petitions are allowed only in the context of scheduled meetings in library meeting rooms. Petitioners may not stand outside the library meeting rooms. Petitioners may stand outside library buildings on library property in areas designated by staff, away from entrances, but must not impede traffic, or pursue patrons. The County Librarian may, on Election Day or during Advanced Voting, direct staff to temporarily relocate or close a designated area if the area is too near a polling place, pursuant to KSA 25-2430. Literature may be distributed at locations designated by library staff outside library buildings on library property in areas designated by staff, away from entrances, but must be done in a manner that does not impede traffic. Persons are prohibited from selling or soliciting donations within the petitioning zone

Library is  
Neutral

Employees'  
Charitable  
Works

c. The Johnson County Library maintains a content and viewpoint neutral position regarding any activity that takes place in the petitioning zones and consistent with our Patron Code of Behavior 20-10-50.

d. The County Librarian will maintain written procedures and guidelines to direct Library employees' distribution or solicitation of contributions for charitable organizations among other Library employees, if the County Librarian determines that such distribution of literature or solicitation of contributions among Library employees will not interfere with Library employee work.

July 14, 2022

**ARM 20-80-25 End**