

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-28

SECTION: Facility Usage

SUBJECT: COMMERCIAL AND BUSINESS ACTIVITIES IN THE LIBRARY

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SUMMARY

This regulation describes the use of library spaces to conduct business and commercial activities.

Effective Date:

February 8, 2024

Reviewed

POLICY

a. The library desires to provide an environment for individuals and businesses to utilize the library for the furtherance of limited commercial endeavors without disruption or solicitation of patrons in the library.

GUIDELINES FOR USE

b. Individuals and business entities or other organizations may not solicit library patrons on library premises. For purposes of this policy, solicit and solicitation are defined as seeking the business or commercial engagement of potential customers.

Individuals and businesses may conduct business in the library with clientele or associates with whom that person or business has a preexisting relationship, except in those areas prohibited by ARM 20-80-20.

As described in ARM 20-80-20, as public forum spaces, meeting rooms are only available to government and non-profit organizations and may not be utilized for business or commercial purposes.

Study rooms or conference rooms, as non-public forum spaces, are available for business purposes in accordance with this policy.

As indicated in ARM 20-60-11, sale of authors' works and other materials related to a library program is allowed in conjunction with the program.

All entities and individuals are prohibited from using Johnson County Library's likeness, branding,

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or images without the expressed consent of the Library, in compliance with ARM 10-50-85.

EXAMPLES

- c. The following are limited examples intended to illustrate acceptable and unacceptable business activities in the library:

Example of an acceptable activity:

A business entity reserves a study room and utilizes the study room for a board of directors meeting.

Examples of activities in violation of this policy:

An entity reserves a study room and utilizes the study room to host an informational seminar on certain products and seeks to engage attendees to purchase such products.

PENALTIES

An entity distributes flyers or pamphlets on library property to solicit Library patrons or employees.

- d. Failure to comply with this regulation, or other library policies and procedures may result in denial of future use of the library.

February 8, 2024

**ARM 20-80-28 End**