

SOLICITATION POLICY

Purpose: To delineate the extent to which the Hershey Public Library (the Library) can be used for fund raising by local non-library groups.

1. Sales and solicitations at the Library must be restricted because of the following:
 - a. Storage and display space in the library is limited.
 - b. Normal activities of the Library demand the staff's full attention at the public service desks.
 - c. The library cannot assume responsibility for other groups' money.
 - d. The library cannot function as a sales office for all worthwhile charities and groups in Derry Township.
2. Prohibitions include, but are not limited to:
 - a. Selling goods or services, except those related to library or library-related activities.
 - b. Soliciting for services, money, items, or signatures, unless related to library or library-related activities.
 - c. Distributing or posting printed materials, literature, or other items that have not been approved by the Library for use inside the Library building. Materials requiring approval must be submitted to the Library Director or Public Services Manager.
3. Outside groups may not solicit Library patrons in the Library or on Library property.
4. Posters and/or fliers announcing a campaign or ticket sale to benefit non-profit, civic, and/or community organizations may be displayed in the community information center if space allows and if the material complies with the Library's Postings and Publicity Policy.
5. A limited number of collection bins from external non-profit organizations that serve the needs of vulnerable populations in Derry Township will be hosted in the front lobby of the Library. New organizations wishing to add collection bins shall be considered for approval by the Board of Library Directors on the recommendation of the Director of Library Services as space allows.
6. Nothing in this policy shall prohibit a person's freedom of expression of their First Amendment rights as guaranteed by the United States Constitution.

Board approved: 7/21/2026