

## Middleton Public Library

### FUNDRAISING AND SOLICITATION POLICY

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#### **I Authorization to Conduct Fundraising Campaigns**

- (A) The Library encourages fundraising efforts on behalf of the Library as formally authorized by the Middleton Public Library Board of Trustees.
- (B) Fundraising of any type by other persons and organizations will be reviewed on a case-by-case basis. This type of fundraising will be done for library purposes only.

#### **II General Guidelines**

- (A) Fundraising efforts may include, but are not limited to, an annual campaign and a building campaign.
- (B) All funds raised or donated in accordance with this policy will be used at the discretion of the Library Board of Trustees in accordance with the Library's Endowment Policy and/or Gifts & Special Accounts Policy.

#### **III Guidelines for Fundraising by Outside Persons and Organizations**

- (A) Outside persons and organizations wishing to raise funds for library purposes may act in the name of the Middleton Public Library only after the Library Board of Trustees has reviewed and approved the fundraising plan. The Board will determine the following:
  - (1) Specific purpose and scope of the project.
  - (2) Starting and end dates of campaign.
  - (3) Financial procedures to be followed.
  - (4) Advertising and publicity to be utilized.
  - (5) Evidence that the Library and its personnel and agents will be fully indemnified against loss or damage.
  - (6) Certification that Library Board of Trustees will receive a full and complete accounting of the funds raised on its behalf, immediately upon completion of the fund raising project.
- (B) The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for the Library on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

#### **IV SOLICITATION, CANVASSING, AND SURVEYS**

- (A) Solicitation and canvassing of the public or the staff is not permitted on Middleton Public Library property or property under the control of the Library Board of Trustees or the City of Middleton by the public or members of the Library staff, by authority of City of Middleton Ordinances 16.04 (9) *Obstructing Streets and Sidewalks*.

- (B) Soliciting is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the Library.
- (C) The only exceptions to the non-solicitation policy are those authorized by the Library Director for the City of Middleton's annual United Way campaign or for fundraising activities that involve Library staff and/or their extended families.
- (D) Canvassing is defined as petitioning or distributing written materials or soliciting for political, charitable or religious purposes on Middleton Public Library property or property under the control of the Library Board of Trustees of the City of Middleton by the public or members of the Library staff.
- (E) The Library provides a space for the display of public notices, subject to the guidelines set forth in its Bulletin Board Policy. In addition, shelving is available in the lobby for distribution of flyers, booklets, and similar materials.
- (F) Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

Adopted: June 8, 2010