

Revision Date:	February 2022	Policy Type:	Public Service
Approval Level:	CEO	Distribution:	All Employees
Review Schedule:	5 Years (or as required)		

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## 1. PURPOSE

Markham Public Library (the “Library”, or “MPL”) strives to provide a safe, neutral and welcoming environment for its customers and to ensure that staff are able to conduct the business of the Library free of interference and disruption. Accordingly, the Library reserves the right to restrict the unwanted contact of its customers and staff by other members of the public.

## 2. DEFINITIONS

**Petition** – A formal written request, typically one signed by many people, appealing to authority or an organized body with respect to a particular cause.

**Solicitation** - Defined as, but not limited to, the sale or distribution of merchandise, services, sales materials, tickets, insurance, magazine subscriptions, devices, automation or virtual products, political campaign materials, or anything not connected with the work of the Library.

**Canvassing** – The petitioning or distributing written materials or soliciting for political, charitable or religious purposes.

## 3. PETITIONS

No petitions will be accepted by MPL unless they are sponsored by the Library.

This Policy does not prevent the CEO from circulating their own petitions in the libraries or prevent them from accepting the petitions of others. If this occurs, the CEO will be endorsing the petition and becoming a sponsor.

## 4. SOLICITATION

Solicitation and canvassing of the public or staff is not permitted in and around the Library. Any individual who does not abide by the conditions as stated in this Policy, or creates a nuisance such that the regular business of the Library is disrupted, shall be required to immediately cease all activities and to leave the premises immediately.

Some sales may be allowed during Library sponsored programming events, or in meeting rooms that have been reserved according to the Library’s *Room Rental Policy*. In these cases, all sales must be authorized by the CEO or designate.

## 5. RESPONSIBILITIES

**CEO / Directors shall:**

- Ensure that they and their employees are acquainted with, enforce and comply with this Policy and related policies.

**Managers / Supervisors shall:**

- Enforce this Policy.

**Employees shall:**

- Comply with and enforce this Policy.

**Library Administration shall:**

- Develop and distribute this Policy;
- Update this Policy per the Review Schedule.