Public Solicitation and Distribution Policy

I. Purpose

A. This policy is designed to set reasonable rules regarding the permitted use of library buildings and surrounding property, including content-neutral restriction of conduct involving soliciting signatures and passing out literature.

II. Policy

A. Individuals are prohibited from engaging in solicitation including but not limited to gathering of signatures on petitions or distribution of literature on library property. Prohibited solicitation activities include:
   1. Inside all library buildings;
   2. In or around the entrances to all library buildings;
   3. Anywhere that interferes with uninhibited ingress/egress to library buildings;
   4. In library parking lots;
   5. In or around the library materials return box and the immediate surrounding area;
   6. In areas designated by the Fire Department as fire or emergency lanes; and
   7. Anywhere else solicitation, petitioning, leafletting and/or distribution of materials is prohibited by the Village of Mount Prospect.

B. Individuals may be on the public sidewalk and engage in petitioning, solicitation, and/or distribution of literature as long as they comply with applicable laws and ordinances and do not disrupt library operations or impede individuals from entering or leaving the library.
   1. “Solicitation” refers to oral persuasion to secure an individual’s agreement to join or support a not-for-profit endeavor, cause, group, organization, event, candidate, or ballot initiative. "Solicitation" as used in this policy does not refer to panhandling. Panhandling is prohibited, as is solicitation for the benefit of a for-profit group or individual.
   2. “Distribution of literature” refers to the dissemination or posting of flyers, brochures, and other written materials promoting a not-for-profit cause, group, organization, event, candidate, or ballot initiative.

C. By petitioning or distributing literature on public sidewalks outside library property, all solicitors acknowledge and agree that:
   1. Solicitation is allowed only on public sidewalks outside library property. It is prohibited to block, hinder, interfere, or otherwise impede individuals wishing to exit or enter the building, or seek to intimidate individuals into signing a petition or accepting a leaflet anywhere on library property.
   2. The library does not assume responsibility for any harm or injury suffered by individuals circulating petitions or distributing leaflets, or by those who are signing a petition.
   3. The presence of individuals circulating petitions for signatures or distributing leaflets outside a library facility does not constitute the library’s endorsement of any candidate, nor does it constitute support or opposition of the subject matter of any initiative or referendum.

Revision History
09/18/2025, 03/01/2016, 04/17/2014