



Policy: Sales and Solicitation Policy

Approved: 3/18/25

Purpose: The purpose of this policy is to define the parameters of public sales and solicitations within and directly outside the Antigo Public Library.

Policy: With prior approval from the Antigo Public Library Director or their designee, community partners, presenters, and exhibitors may conduct single-use sales within or directly outside of the Antigo Public Library.

Community Non-Profits: Donation opportunities for non-profit organizations may be provided in the Antigo Public Library Building at the discretion of the Antigo Public Library Director or their designee. The Antigo Public Library will not be held responsible for any losses or theft of donations made to other organizations. The Antigo Public Library retains the right to refuse donation displays. Complaints about such refusals can be directed to the Antigo Public Library Board of Trustees via the form in this document.

Examples of this may be basket for donations to the Antigo Area Community Food Pantry, or the Langlade Humane Society.

Sales by Antigo Public Library Presenters: with prior approval of the Antigo Public Library Director, presenters of programs at the Antigo Public Library may sell relevant items after presenting. Visiting performers will not require a local business license to do one-time sales after a performance.

Examples of this may be authors selling their books after a book talk; musicians selling their CDs after a musical performance; animal conservation groups selling miniatures or photos with the animals; horticulturists selling plants after a talk on ecology, conservation, etc.

Artwork Sales: any artwork approved and exhibited (see the Displays and Exhibits Policy) within the Antigo Public Library must be purchased through the artist with no involvement of any Antigo Public Library staff. Artwork displayed in an approved exhibit that is for sale must include the artists' name and contact information for any purchases. The Antigo Public Library will not be responsible or liable for the collection of funds associated with any outside entity.

Non-Library Events within the McGinley Room or Conference Room: The City of Antigo rules governing sales apply. Please see the City of Antigo for any permit or other requirements.

Solicitation: Solicitation by members of the public is not allowed within the Antigo Public Library. No unauthorized solicitation of funds or sales of goods and services are allowed. Donation repositories for individuals will not be displayed in the library; the community bulletin board can be used to display information about how to donate to various causes.

Groups or individuals who wish to solicit to the public on Antigo Public Library property, outside of the building, may do so only if public access to the building is not impeded and building use is not interfered with in any way including loud noise, threatening behavior or otherwise disorderly conduct or violations of the Patron Code of Conduct Policy.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Petitions, canvassing, surveying, or distribution of literature by members of the public is permitted outside the Antigo Public Library building provided free passage to the library is maintained at all time of at least 10 feet in width, Antigo Public Library patrons and staff members are not interfered with, and all other applicable policies and laws are followed for safe and respectful assembly and political discourse.

The following reasonable time, place, and manner restrictions are established regarding petitions and related speech activities within the Antigo Public Library to support the mission, vision, and values of the Antigo Public Library: the Antigo Public Library prohibits circulating, distributing, or presenting petitions or engaging in related activities with staff or other patrons. Individuals may hand petitions to the circulation desk staff, who will place them in a designated location if space is available.



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ANTIGO PUBLIC LIBRARY: Community Non-Profit Donation Solicitation Form

NAME: _____

ORGANIZATION: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

What event or idea do you/your organization want to raise awareness for with a library donation solicitation?

If your event/organization has any official websites, event pages, or logos please include links:

What date(s) would you/your organization like to have a donation solicitation at the Antigo Public Library:

What is container/how will your organization collect donations? What will the display include?



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ANTIGO PUBLIC LIBRARY: Donation Solicitation Display Liability Waiver and Exhibit Release

Antigo Public Library Donation Solicitation Display Liability Release

I, the undersigned, that by placing a receptacle within the Antigo Public Library for the purpose of soliciting donations for _____ (organization name), and in consideration of the privilege of exhibiting the receptacle in the Antigo Public Library, I hereby release said Library from responsibility for loss, damage, or destruction of said receptacle and any donations contained within while they are in the possession of the Antigo Public Library.

Donation Receptacle Display to be held in the _____

During _____

Description of materials displayed for donation solicitation collection:

Name: _____

Signature _____

Address _____

Date _____

Telephone _____

LIBRARY USE ONLY

Date received: _____

Staff Member taking possession of the materials & release: _____

Date picked up: _____

Staff Member releasing items to exhibitor(s): _____

Signature of exhibitor collecting artifact(s): _____

3/17/2025



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ANTIGO PUBLIC LIBRARY: Community Non-Profit Denied Donation Solicitation Complaint Form

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Organization Name: _____

Reason Antigo Public Library Director Provided for Donation Solicitation Denial:

Reasons why your organization should be allowed to solicit donations within the Antigo Public Library:

ANTIGO PUBLIC LIBRARY USE ONLY –

Antigo Public Library Board of Trustee Decision:

Date: _____

Signature of Board President: _____

Signature of Second Board Member: _____