

Policy Name:

NON-LIBRARY MERCHANDISE SALES

Resolution #:	LIB2026-10	Date:	28 Nov 2002
Review Cycle:	Once per term	Adoption Date:	05 Dec 2002
		Effective:	05 Dec 2002
		Last Reviewed Date:	04 September 2026

POLICY STATEMENT AND RATIONALE:

The Kawartha Lakes Public Library applauds the efforts of community organizations located within the City. The Library has the opportunity to provide some level of support through its Branches to allow for by-donation fundraising activities.

The Library therefore establishes this policy to guide staff in supporting community organizations, through the display and sale of merchandise.

SCOPE:

This policy addresses the sale of merchandise in support of community organizations.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“Board Member” means a member of the City of Kawartha Lakes public Library Board.

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Community Organization” means a recognized charitable or non-profit organization operating within the City of Kawartha Lakes and providing services and activities supportive of City residents.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

“Merchandise” means properly packaged non-perishable items of nominal or no value

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 Requests for sale of merchandise at any Library Branch will require the approval of the CEO/Library Director or his/her designate to ensure conformity to this policy.

2.0 General Guidelines

- 2.1 Community organizations must submit a request form to the CEO or designate. The request form also acts as a waiver outlining this policy’s terms and limitations with respect to financial responsibilities and processing of items as follows:
 - 2.1.1 The Library will not accept financial responsibility for merchandise or funds received from the sale of such items.
 - 2.1.2 Merchandise for sale by donation must be accompanied by a secure donation receptacle.
 - 2.1.3 Merchandise for sale must of nominal or no value.
 - 2.1.4 No more than two (2) separate sale activities will be allowed at any given location at the same time. These will be handled through a first-come, first served basis.
 - 2.1.5 Sale of items/merchandise other than City items will be allowed for a maximum of four weeks. Staff also has the right to remove merchandise earlier than this timeframe to accommodate other requests, which may have a greater time-sensitivity.
 - 2.1.6 The Library shall reserve the right to refuse the sale of any items during high demand periods for Library staff (i.e. Summer Reading Club).
 - 2.1.7 No merchandise which support organizations that express direct or indirect negative opinions about other organizations or governmental agencies or policies will be permitted.
 - 2.1.8 Friends of the Library groups are exempt from this policy

2.1.9 Tickets for raffles or draws will not be accepted for sale.

3.0 Implementation

- 3.1 Upon agreement of the terms and conditions as outlined, sales will be allowed to commence for the period of time identified.
- 3.2 Sales will comprise of visual presentation and a passive approach only whereby customers will not be directly encouraged to participate in the purchase of items.
- 3.3 This policy allows for the sale only of merchandise, as defined, and staff shall not participate in other ancillary activities that may be related to the events and/or merchandise being sold (such as return of merchandise, seating arrangements at events, etc.).

4.0 Disagreements

- 4.1 In the event of a disagreement between the requesting organization and the CEO/Library Director, such organizations will have the right of appeal to the Library Board. The decision of the Library Board will be final.