

WESTCHESTER PUBLIC LIBRARY

BUSINESS AND TUTORING POLICY

The Library recognizes that business and commercial activities are integral parts of the local community and its economy which help support the library and the service it provides to its individual patrons. Likewise the Library also recognizes it has an obligation to provide library service and assistance to the merchants and businesses in the library service district.

In a free enterprise system however, the Library must take special care to treat all local businesses fairly and equitably, without providing special advantage to one local business over another. The Library must also take care to not allow its service to business to interfere or take precedence over the task of providing library service to individual library patrons. Thus, the Library does not allow the use of its meeting rooms or other areas of the Library's facilities to be used for the advertising, buying, selling, or delivery of products and services by individuals or businesses.

(Tutoring students for pay is prohibited anywhere on Library premises except as may be provided by the regular staff of the Chesterton Adult Learning Center, an educational service of the Library.)

The Library reserves the right to purchase, solicit, and distribute products and services obtained from the business community as prizes, awards and incentives to participants in the Library's public programming activities; and to publicly acknowledge the source of donated products and services. In no instance should the acceptance of a product or service mean that the Library endorses or recommends the product or services supplied by one vendor over another.

Nonprofit and charitable groups may use the Library to solicit orders or contributions from their own members, but may not solicit orders or contributions from non group members on the Library premises except as may be approved by the Library Board upon written application. If a question arises about the nonprofit or charitable status of a group, the Library reserves the right to request written verification of nonprofit status.