310 Distribution of Literature, Solicitation and Use of Library Property

Defines the nature of library property and outlines the process for distributing literature and soliciting signatures.

1. The Library strives to promote an environment conducive to personal study, leisure reading, and the search for information, to maintain a sense of the library's neutrality, and to maintain a safe and convenient flow of traffic into and throughout the library buildings.
2. The Library prohibits solicitation for commercial purposes in all public service areas of the library and on library grounds, including the distribution of literature promoting a particular product or service as well as the actual selling of products or services, whether to library staff members or to patrons. An exception to this policy may be made for promotional materials distributed by the Library in conjunction with other entities or initiatives that align closely with the library's mission.
3. The Library is mandated by federal and state law to permit individuals to use outdoor spaces on Library property to gather signatures, display hand-held signs, pass out fliers, and engage in other expressive activities protected by the First Amendment of the U. S. Constitution so long as the passage of library users to and from the facility is not impeded. Accordingly, the Library prohibits the distribution of literature, the solicitation of signatures, and other similar activities in the following areas:
    a. Public service areas of the library
    b. Foyers and the entrance ways of the library
    c. All walkways immediately adjacent to the library
    d. All library parking areas
4. Available spaces, based upon the physical configuration of each library location's entrance and the need to maintain unimpeded patron access and egress, will be made available to the public for the purposes described in this policy. Maps of locations will be designated for each branch along with a written physical description of those designated areas. The Library will not provide tables and chairs although groups or individuals are welcome to do so as long as they remain in designated spaces.
5. Those wishing to distribute literature, solicit signatures, or undertake similar activities are encouraged to do so in the Library's meeting rooms and conference rooms, which are made available for civic, educational, informational and cultural purposes upon application and in accordance with the Library's "Meeting Room Policy." Those engaged in the above activities may not stand outside library meeting rooms. An exception to this policy may be made for voter registration conducted by Davis County officials or for local, state or federal voting activities.
6. Individuals wishing to distribute literature, solicit signatures or engage in similar activities are asked to register with library staff (Associate Librarian and higher) prior to beginning activities.
7. Registration includes the completion of a form with the following information:
    1. Name of sponsoring organization
    2. Name and contact information (current phone number or email address) of a contact person in the event complaints are received

3. Type of activity

8. Registration does not guarantee space for this activity and will be available for use as other groups or individuals may already be using it.
9. Failure to register will not preclude an organization from conducting its free speech activity, provided it does not create a public safety issue or interfere with a previously scheduled free speech activity and meets all other requirements of this policy.
10. Use of Property
    a. Signage promoting petitions or activities may not be placed on or affixed to library property, which includes the library's buildings and grounds. Temporary signage is permitted in designated outdoor areas and within meeting and conference rooms.
    b. Petitioners must in no way affiliate themselves with the Library either through written policy, signage, or verbal statements.
    c. In the event individuals or organizations fail to limit their activities to designated spaces, library staff will first request that the individual or members of the organization comply with remaining in designated spaces, as indicated on the map and physical descriptions for that location.
    d. Failure to comply may result in the staff asking the individuals to leave the library's property. Staff will inform a Deputy Director or the Library Director, who will confer with the County Attorney's office regarding possible further action.
    e. Those whose activities have been limited as a consequence of their failure to remain within designated spaces, may appeal the decision to the Davis County Library Board of Directors either in writing through the Library Director or in person at the next regularly scheduled meeting of the Library Board.

DESIGNATED SPACES AT THE BRANCH LIBRARIES FOR THE PURPOSE OF DISTRIBUTION OF LITERATURE SOLICITATION OF SIGNATURES OR DEMONSTRATION

11. In accordance with the Davis County Library's policy on "Distribution of Literature, Solicitation and Other Uses of Library Property," the following spaces at the branch libraries are designated as available for the purposes defined in the policy. These spaces are determined to be consistent with the criteria established in the policy. Spaces other than those designated are not available for the purposes established in the policy.
12. **Headquarters Library (Farmington)**
    a. The 6 ft by 10 ft area beginning at the north edge of the west side planter. This area is approximately 39 feet west of the main entrance to the library.
13. **Bountiful ~~South~~ Branch ~~Library (Bountiful)~~**
    a. The lawn directly west of the library.
    b. The island separating the parking lot directly east of the library from the parking lot directly west of the Golden Years Center.
    c. The 5 ft x 10 ft concrete area in front of bench located approximately 35 feet from the east entrance of the library.
    d. The lawn directly south of the parking stalls south of the library.

14. **Clearfield~~North~~ Branch ~~Library (Clearfield)~~**¶

~~15.~~ The lawn directly south of the library, approximately 30 feet from the south entrance of the library.

   a. The three squares of concrete west from the library's auditorium doors, adjacent to the library's west rockbed, bordered by the rockbed on the west and concrete joints on the north, south, and east.

   b. The two squares of concrete south and east of the library's southeast entrance, east of the bike rack, adjacent to the green electrical box, bordered by the fire hydrant, and the northwest corner of the rockbed on the south, and concrete joints on the east, north, and west.¶

   ~~a. The lawn between the planter and the sidewalk near the south entrance to the library. It is approximately 25 feet from the south entrance of the library.~~¶

   ~~b. The lawn on the north side of the library near the north entrance to the library. Establish location so it is more than 25 feet from the north entrance of the library.~~¶

~~16.~~ **Layton ~~Central~~ Branch ~~Library (Layton)~~**

   a. The lawn north and northwest of the branch, adjacent to Hawthorne Street.

   b. The lawn east of the branch, facing Wasatch Drive.

   c. The 6 ft by 10 ft concrete area beginning 2 feet from east edge of planter located on the south side of library, directly adjacent (right) of the library entrance. This area is approximately 26 feet from the library entrance and does not include the actual entrance "approach" to the library.

16. **Syracuse~~/Northwest~~ Branch ~~Library~~**

   a. The 12 ft by 25 ft concrete area north of the branch, east of the approach to the library entrance, adjacent to and bordered by parking, and bordered by, but not to include the sidewalks allowing access to the Library's north entrance.

   b. The 7 ft by 20 ft concrete area at the southeast corner of the branch by the children's courtyard, east of the sidewalk planter, and adjacent to the park strip in the southeast corner, but not to include the sidewalks allowing access to the Library's south entrance.

17. **Centerville Branch ~~Library~~**

   a. The bench on the west side of the building. This area extends 25 feet to the north and south along the sidewalk.

   b. 6 ft x 11 ft grass area south of flagpole. It is approximately 26 feet from front doors of the library.

   c. 5 ft x 12 ft concrete area between sidewalk and landscaping, south side of library. It is approximately 30 feet from the front entrance of the library.

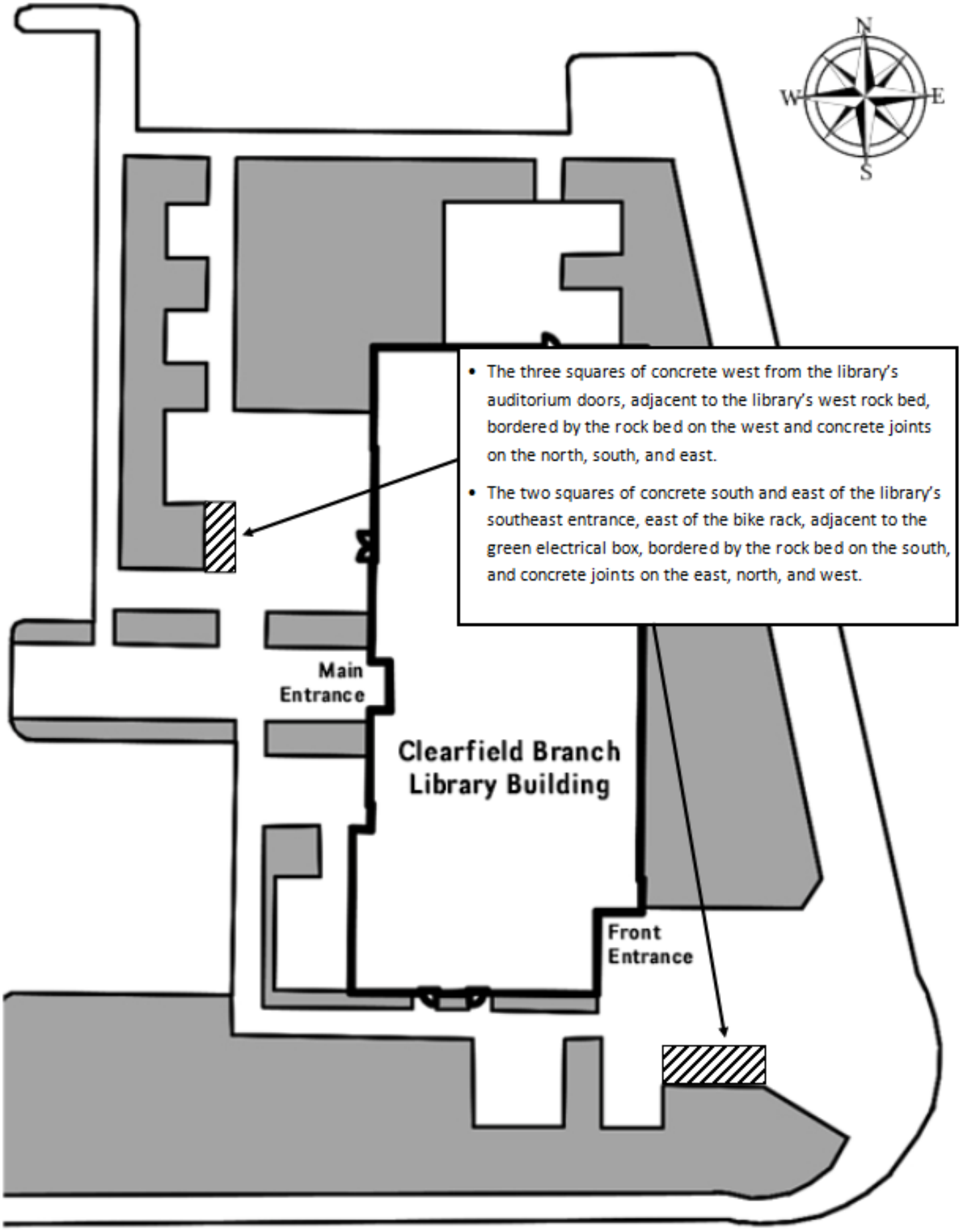
18. **Kaysville Branch ~~Library~~**

   a. Grass area east of the library from 2nd North to the parking lot entrance located on Fairfield Road.

b. 10 ft x 2 ft area between the curved drive up approach to the bookdrop and the entrance “approach” to the library. It is approximately 30 feet from the main entrance of the library.

c. 10 ft x 8 ft area near east corner of bookdrop approach. It is more than 30 feet from the main entrance of the library.

Approved by Davis County Library Board, May 26, 1998; revised November 19, 2002; revised January 18, 2011; revised October 18, 2011; revised March 19, 2013; revised November 17, 2015; revised November 15, 2016; revised August 15, 2017; revised March 20, 2018, revised January 21, 2020; revised May 12, 2022


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• The three squares of concrete west from the library's auditorium doors, adjacent to the library's west rock bed, bordered by the rock bed on the west and concrete joints on the north, south, and east.
• The two squares of concrete south and east of the library's southeast entrance, east of the bike rack, adjacent to the green electrical box, bordered by the rock bed on the south, and concrete joints on the east, north, and west.
Main Entrance
Clearfield Branch Library Building
Front Entrance