



The City of Kawartha Lakes Public Library

Policy Number: LIB2018-23

Policy Name:
MERCHANDISE & TICKET SALES POLICY

Developed By:	Linda Kent, Chief Librarian	Date:	28 Nov 2002
	Community Services	Adoption Date:	05 Dec 2002
Resolution #:	LB02-108, LB12-75, LIB2018-23	Effective:	05 Dec 2002
Review Cycle:	Once per term	Last Reviewed Date:	02 Aug 2018

POLICY STATEMENT AND RATIONALE:

The Kawartha Lakes Public Library (Library) applauds the efforts of volunteer organizations located within the City.

The Library has the opportunity to provide some level of support through its Branches.

The Library also recognizes there may be times when community volunteer activities are sponsored directly by the City.

The Library therefore establishes this policy to guide staff in supporting volunteer organizations, as well as directly sponsored events, through the display and sale of tickets and merchandise.

SCOPE:

This policy addresses the display or sale of tickets or merchandise in support of volunteer organizations and the City for directly sponsored activities.

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.

“City-sponsored activities” means events or items, which generate revenues directly for the City and/or for City-initiated fund-raising events.

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

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

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

“Merchandise” means properly packaged foodstuffs, cookies, pins, T-shirts, donation jars, and other non-perishable items.

“Tickets” means raffle/draw tickets which are properly licensed by the City as well as tickets relating to a fund-raising event sponsored by a volunteer organization and/or the City, or season tickets for local volunteer organizations.

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

POLICY, PROCEDURE AND IMPLEMENTATION:

- 1.1 Requests for sale of tickets and/or 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 Upon receipt of a request, staff will be required to have the requesting organization sign a waiver acknowledging this policy’s terms and limitations with respect to financial responsibilities and processing of items as follows:
 - 2.1 The Library will not accept financial responsibility for tickets or merchandise or funds (cash or cheque) received from the sale of such items.
 - 2.2 Items costing greater than \$25.00 will only be received if people may pay by cheque and/or proper cash allocation.
 - 2.3 No more than three (3) 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.
 - 2.4 Sale of items/merchandise other than City items will be allowed for a maximum of four weeks. Staff also has the right to remove tickets and/or merchandise earlier than this timeframe to accommodate other requests, which may have a greater time-sensitivity.

- 2.5 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).
- 2.6 Tickets or merchandise acceptable for display or sale purposes must be promotional without being competitive. No merchandise or tickets which support organizations that express direct or indirect negative opinions about other organizations or governmental agencies or policies will be permitted.
- 3.0 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.
- 4.0 Upon agreement of the terms and conditions as outlined, sales will be allowed to commence for the period of time identified.
- 5.0 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.
- 6.0 This policy allows for the sale only of tickets and 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.).



KAWARTHA LAKES
PUBLIC LIBRARY

Waiver Form

To: Kawartha Lakes Public Library

From: _____
(insert name of person or organization)

Re: Sale of Merchandise at the _____ Library Branch
(insert name of branch)

.....
The Kawartha Lakes public Library is pleased to assist _____ with its
promotion and sale of _____.

_____ will be placed in the above noted branch location(s) so that
customers interested in purchasing the items can do so.

Library staff will accept a \$_____ payment for each _____
purchased and place the payment into a cash box. One cash box is to be provided for each
location. The sale of merchandise will be allowed for a maximum of _____ weeks.

It is understood that the Kawartha Lakes Public Library will not accept responsibility for loss,
theft, or damage to the merchandise nor loss or theft of the funds (cash or cheques) received
from the sale of such items.

It is the organization's responsibility to collect the unsold merchandise and retrieve the funds
received from any sales.

Terms and conditions as outlined, accepted this ____ day of _____ 20__.

Signed before me, as witness:)
)
)
_____)
(print name of witness below signature))
)
)

(print name of Person below signature)