

**Prince William Public Libraries  
Library Policies  
Solicitation and Signage Policy**

Approved by the Library Board of Trustees September 22, 2022

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**Solicitation and Signage Policy**

Prince William Public Libraries (Library) buildings and grounds, including the outside entry, are limited public forums and are subject to the restrictions of this Policy. Individuals wishing to engage in circulating petitions or distributing leaflets on Library property are subject to the following rules and regulations. Distribution of materials on Library property does not constitute the Library's endorsement of these materials.

1. Persons circulating petition or leafleting on Library property must do so outside Library buildings. For information on use of community and study room space, see Library Policy on the use of Community and Study Rooms.
2. Persons circulating petitions or leafleting shall not impede or otherwise intimidate patrons and staff wishing to enter or exit Library buildings or block the use of the Library's book returns.
3. Persons circulating petitions or leafleting shall not occupy areas designated as fire or emergency lanes and shall not occupy parking spaces or parking garages.
4. Persons circulating petitions or leafleting are permitted to set up a single table with signs and literature so long as it does not interfere in any way with patron and staff access to the building.
5. No leafleting, distribution of literature, or solicitation is permitted for the purposes of selling items, merchandise, tickets, or other for-profit activities.
6. Panhandling is not permitted on Library property.
7. The Library is not responsible for any harm or injury suffered by persons circulating petitions or distributing leaflets, or by those who are signing a petition.
8. All signs, other than those produced by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of.
9. Library staff, Friends of the Library, Library Foundation, Library Board of Trustees, and other County agencies are exempt from the above constraints in promoting Library or County activities and issues.

Library facilities serving as polling places follow election guidelines as set in the Code of Virginia (<https://law.lis.virginia.gov/vacode/title24.2/chapter6/>). Signs may be placed outside the buildings for a maximum of 24 hours on Election Day. No electioneering may take place within 40 feet of any entrance of a polling place. During times of absentee balloting, no signs are permitted on Library property.