



800 S. Bartlett Rd.  
Bartlett, IL 60103  
630.837.3560  
www.bartlettlibrary.org

## **Entertainers or Speakers Selling Items at Library Sponsored Programs Policy**

Programs sponsored by the Bartlett Public Library District are presented for the education or entertainment of the Library's patrons. Such programs are not for the promotion of an enterprise or business. The primary purpose of a library program can never be to sell products or services, and time cannot be taken during the program to promote products or services. All those presenting programs on behalf of the Library need to be cognizant of this.

The Library recognizes, however, that in some cases those attending the program may wish to purchase items related to the program after the completion of the program. Examples of such items available for purchase include:

- Books or CDs or other media created by the presenter.
- Craft or other supplies, related to the demonstration provided in the program.

In order to offer products for sale the presenter must first receive permission of the library staff member responsible for the program. Presenters are responsible for collecting the related sales tax.

Speakers or entertainers may promote their business or service by having business cards or other publicity available for the patrons attending the program to pick up if they so desire.

Those presenting programs at the Library are not allowed to see or copy the list of those attending the programs or make any effort to contact those who have attended a program.