



Sales Policy

Purpose

This policy outlines the general guidelines by which commercial activity (sales) can be conducted on the grounds of the Concord Free Public Library (CFPL), and the role that members of CFPL staff play in conducting sales. *In no case shall CFPL staff assist in sales or the permitting, licensing, or documentation associated with any sales. Per the Library's Rules of Behavior, solicitation on library premises is not allowed, including solicitation for the sales outlined below.*

Guidelines

Writers, Musicians, and Other Performers

When contracted as a presenter by the Concord Free Public Library, the Friends of the Concord Free Public Library or the Concord Free Public Library Corporation, a presenter may sell books, recordings, or similar material related to the presenter's presentation within the designated space of the event. Presenters are responsible for all elements of sales, including acquisition of any necessary permits, licenses and adherence to applicable sales tax laws. No merchandise may be stored at the library except during the advertised time of the event (including set-up and tear-down). Presenters may not solicit business, but may provide business cards or similar information on a table for patrons to choose to take.

Artists

When invited by the Concord Free Public Library to display artwork in one of the Library's galleries, artists may post pricing lists and other sales information to facilitate the sale of the artwork on display. The artist is responsible for all elements of sales, including adherence to applicable sales tax laws.

Library Partner Organizations

The Concord Free Public Library Corporation and the Friends of Concord Free Public Library, may sell books, recordings, merchandise and related materials as part of the ongoing book sale housed in the Library, at the annual book sales, and at co-sponsored Library programs, festivals and events. The partner organizations may also sell materials and supplies for use in the Workshop makerspace, and collect applicable fees for publication rights or reproductions related to the William Munroe Special Collections. In addition, these partner organizations may occasionally engage in sales of tickets for special events they host or sponsor that are intended to benefit the CFPL. In all cases, members of these organizations are responsible for all

elements of sales, including audits and refund requests, acquisition of necessary permits, licenses and adherence to applicable sales tax laws.

The Concord Free Public Library Corporation may offer space to third-party vendors for temporarily staffed, or long-term self-service, food and drink options including vending machines, food trucks, or pop up food service. In these instances, the vendors are solely responsible for handling payments and setting procedures for selling their products.

Money

The Concord Free Public Library only accepts cash through coin and bill towers at the copy/print stations for the purpose of printing. The coin tower, not staff, makes change for these transactions. CFPL does not accept cash for payment of any other fee or fines, and is therefore not equipped to safely keep, store, or supply change for any cash business conducted on site. Any party permitted to conduct sales on site (as outlined above) is solely responsible for all aspects of the sales, including money collected on site.

Approved by the Library Committee 10/17/23.