



August 22, 2013

# Sacramento Public Library Authority

## Agenda Item 17.0: Signature Gathering and Petitions Policy and Procedure

**TO:** Sacramento Public Library Authority Board

**FROM:** Don Tucker, Director of Facilities

**RE:** Signature-Gathering and Petitions Policy and Procedure

**RECOMMENDED ACTION(S):**

Adopt Resolution 13-41, approving the attached Signature-Gathering and Petitions Policy and Procedure, which codifies the circumstances under which petitioners and signature-gatherers may operate outside Library facilities. This policy also helps staff understand the various limitations and processes for managing such events.

**REASON FOR RECOMMENDATION**

Sacramento Public Library staff members occasionally encounter petitioners and signature-gatherers outside Library facilities. This policy and procedure will help staff to understand the legal principles involved in these situations and how to help maintain normal Library operations and a safe environment for patrons. This policy specifies the conditions under which these activities may take place in compliance with First Amendment case law and Library recommendations, along with areas that must be kept clear, as shown in Attachment A.

**ATTACHMENT(S):**

Attachment A: Sample library map showing areas that must be kept clear of during signature-gathering and petitioning and explanation of policy.

Resolution 13-41, approving the Signature-Gathering and Petitions Policy and Procedure as presented in Exhibit A.



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## 4.4 Petition and Signature-Gathering

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 flyers, and engage in other expressive activities protected by the First Amendment to the U.S. Constitution, so long as the passage of library users to and from the facility is not impeded. These users shall be referred to collectively as “petitioners.”

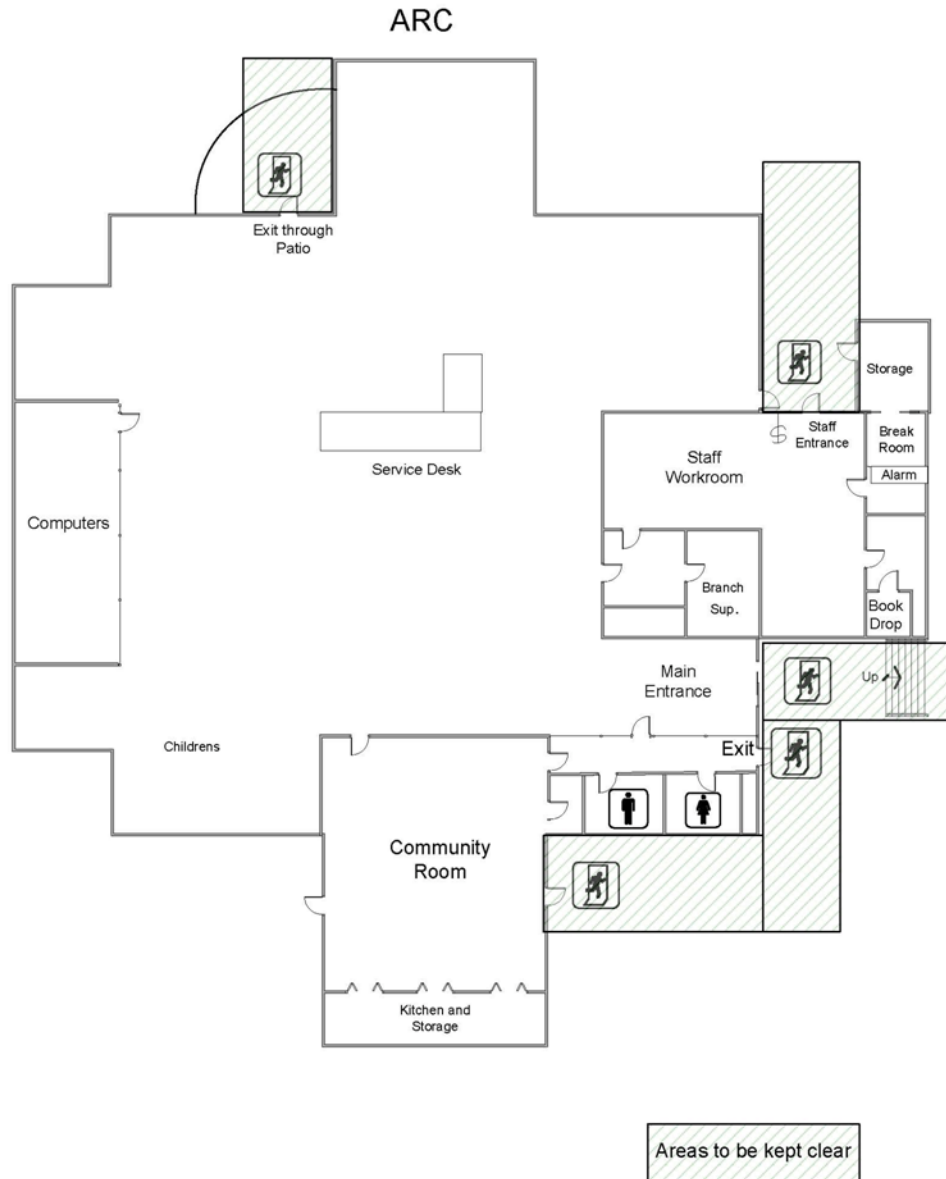
Based on the physical configuration of each branch entrance and the need to maintain unimpeded patron access and safe egress, diagrams for each branch shall set forth the exterior areas which must be kept clear. The Library will not provide tables, chairs or any other material support for petitioners.

Petitioners shall be accepted on a first-come, first-served basis, without regard to the content of their communication. NOTE: Individuals may not gather signatures, display hand-held signs, or pass out flyers in the interior areas of the library.



# Sacramento Public Library Authority

(Example)





# Sacramento Public Library Authority

## RESOLUTION 13-41

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

August 22, 2013

### A RESOLUTION ACCEPTING THE SIGNATURE-GATHERING AND PETITIONS POLICY AND PROCEDURE FOR THE SACRAMENTO PUBLIC LIBRARY

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. The Signature-Gathering and Petitions Policy and Procedure for the Sacramento Public Library, as set forth in Exhibit A, is accepted.

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Phil Serna, Chair  
 Angelique Ashby, Vice Chair

ATTESTED: Rivkah K. Sass, Secretary

BY: \_\_\_\_\_  
 Linda J. Beymer, Assistant Secretary

**ATTACHMENT(S):**

Exhibit A: Signature-Gathering and Petitions Policy and Procedure



# Sacramento Public Library Authority

## Sacramento Public Library Policies and Procedures

Title:	<b>Signature-Gathering and Petitions Administrative Policy</b>		
Department:	<b>Facilities</b>		
Author:	<b>Don Tucker, Director of Facilities</b>		
Issue Date:	<b>August 22, 2013</b>	Board Approval:	
Revision Date:		Board Approval Date:	

### I. PURPOSE

It is the policy of the Sacramento Public Library to offer designated exterior space to allow lawful gatherings, signature-gathering or demonstrations. These outdoor spaces are not considered meeting rooms and are not subject to the Library's meeting room policies.

### II. POLICY/GUIDELINES

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 to the U.S. Constitution, so long as the passage of library users to and from the facility is not impeded. These users shall be referred to collectively as "petitioners."

Based on the physical configuration of the branch entrance and the need to maintain unimpeded patron access and egress, written guidelines for each branch shall set forth a diagram of the exterior spaces that must be kept clear. The Library will not provide tables or chairs.

Petitioners shall be accepted on a first-come, first-served basis without regard to the content of their communication. Individuals may not gather signatures, display hand-held signs, or pass out fliers in the interior areas of the library.

### III. DEFINITIONS

Not applicable.

### IV. RELATED PROCEDURES

Meeting Room Procedures on SPL@ [here](#)



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## V. RELATED POLICIES

Meeting Room Policies on SPL@ [here](#)

## VI. RELATED FORMS

Guidelines, procedures and a sample diagram for branch library exterior spaces, from the Library's Public Use of Library Facilities procedures: