Sacramento Public Library Policies and Procedures

Title: Signature-Gathering and Petitions Administrative Policy
Department: Facilities
Author: Don Tucker, Director of Facilities
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Board Approval: Yes
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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 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 the branch entrance and the need to maintain unimpeded patron access and egress, written guidelines for each branch shall set forth diagram the exterior spaces that must be kept clear. The Library will not provide tables or chairs.

Individuals will be permitted to use exterior Library space for lawful expressive activity, without regard to the content of their communication. Individuals may not gather signatures, display hand-held signs, or pass out flyers in the interior areas of the library.

III. DEFINITIONS
Not applicable.

IV. RELATED PROCEDURES
Meeting Room Procedures on SPL@ here
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:

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.

Individuals will be permitted to use exterior Library space for lawful expressive activity, 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.
COLONIAL HEIGHTS LIBRARY
4799 Stockton Blvd., Sacramento, CA 95820
NONIE WETZEL COURTLAND LIBRARY
170 Primasing Ave. P.O. Box 536, Courtland, CA 95615

Areas to be Kept Clear