



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURAL MANUAL

SUBJECT: EVENT SALES POLICY

SECTION: ADMINISTRATION

BOARD APPROVED: AUGUST 28, 2023

POLICY OBJECTIVE:

The Altadena Library District seeks to provide access to educational, informational, and cultural resources to the community. As part of that belief, the library encourages artistic and cultural interests of the community by providing a space for sellers to present their work. A seller is a person or organization who is exchanging money for merchandise during library events.

STATEMENT OF POLICY:

The Altadena Library District allows sellers to work with a Library Representative to present events where their work may be shared with the public. The Library Representative will work with the seller to arrange the event date, time, location, and program structure. The Library Representative will submit events, as agreed upon with the seller, into the library's schedule of programs.

APPLICATION PROCESS AND WAIVER OF LIABILITY:

The Altadena Library District is not responsible for any damage to merchandise that may occur at the event. Sellers interested in participating in events held by the library should submit an application through the advised form to the Altadena Library District. Forms can be found online at www.altadenalibrary.org.

FEES:

The Altadena Library District does not charge fees to sellers for merchandise sold at events held in partnership between Altadena Library staff and seller.

RIGHT OF REFUSAL:

The Altadena Library District reserves the right to decide what is appropriate for public programming and display. The Library reserves the right to decline partnerships with sellers whose work does not align with the mission of the Library. The presentation of any merchandise does not imply an endorsement by the Altadena Library District, its Trustees, or its staff.

SALES:

Seller may only sell merchandise approved during the application process. Services are not approved and may not be advertised or sold. Sale of merchandise is solely between the seller and the buyer. The seller is responsible for including, collecting, and remitting any relevant taxes related to the sale of merchandise. The Library District is not liable for such transactions.

DONATED MATERIALS:

All donated materials are subject to the same selection, evaluation and disposal criteria outlined in the Collection Policy. Donated items become the property of Altadena Library District and cannot be returned to the donor for any reason.