

EASTTOWN LIBRARY

POLICY AREA: PUBLIC RELATIONS

POLICY NAME: MERCHANDISE SALES

ADOPTED: 5/16/2001

REVISED: 2/23/2022

MERCHANDISE SALES POLICY

The sale of goods or services by the general public is not allowed in the Easttown Library building or on library grounds.

Individuals or groups who are speakers at a library-sponsored program may sell books or merchandise that relate to the topic of that particular program. The library may order books or merchandise for sale in conjunction with a program it is sponsoring. In this case, the library is responsible for collecting and filing applicable sales tax.

Individuals or groups who are renting space within the library may sell books or merchandise within the confines of the space they have rented. In these cases, the individual or group is responsible for all financial transactions, including collecting and filing applicable sales tax.

When the library hosts exhibits and the works are for sale, the library will receive a negotiated percentage of the sale price of each piece sold. During such exhibits, staff will collect payment on behalf of the exhibitor(s), with all monies held separately from library funds. The exhibitor is responsible for collecting and filing applicable sales tax.

The Friends of Easttown Library may engage in sales or host vendor events to raise funds for the library with the permission of the Library Director. Library staff may collect payment on behalf of the Friends. The Friends are responsible for collecting and filing applicable sales tax.