

Library Sales Policy for External Organizations

The M.N. Spear Memorial Library/Shutesbury Public Library will facilitate sales only for the Friends of the Library and Shutesbury organizations that directly support other Town of Shutesbury facilities or departments.

1. **Friends of the Library Sales:** The library may sell items on behalf of the Friends of the Library, as proceeds from these sales directly support library services and programming.
2. **Town-Related Event Tickets:** The library may sell tickets for events organized by groups that support official Town of Shutesbury services, such as the Shutesbury School PTO, the Fire Fighters Association, and the Shutesbury Garden Club.
3. **Limitations on Sales:** While the library will participate in ticket sales for specific events organized by these groups, it will not engage in ongoing sales of items to support outside organizations, except for those benefiting the Friends of the Library.
4. **Responsibilities of External Organizations:** The Friends of the Library and all participating outside organizations are responsible for getting approval from and coordinating with the library director at least a week in advance, promoting their sales, providing clear instructions for library staff, supplying sufficient change for cash transactions, and picking up cash and check receipts in a timely fashion. Library staff are not responsible for lost or misdirected payments.

Approved by The Board of Library Trustees, November 25, 2024.