

M.N. Spear Memorial Library  
10 Cooleyville Road  
Shutesbury, MA 01072

Policy on use of the M.N. Spear Memorial Library by outside groups for fundraising purposes.

- Shutesbury non-profit organizations (501 (C)(3) serving children may request to use the library for fundraising.
- The organization must be represented by a small group of no more than two to three children who must be accompanied by an adult.
- One-week advance notice and approval of the library director required.
- The non-profit organization is responsible for advertising.
- No products or materials may be displayed for sale in the library outside of the organization's scheduled time-slot or sold by library staff.
- Only passive sales permitted.
- Total non-profit fundraising is limited to one two-hour block of time each calendar month.
- Groups with discriminatory policies are prohibited from participation.

Approved by the Trustees of the M.N. Spear Memorial Library, January 9, 2017