



# Onondaga County Public Library Board Policy

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## Distribution, Bulletin Board and Exhibit Spaces Policy

1<sup>st</sup> Consideration: 6/12/2024  
2<sup>nd</sup> Consideration: 8/21/2024  
Resolution #: 24-25  
Date Approved: 8/21/2024  
Review Date: August 2027

OCPL offers exhibit, display, and bulletin board space for use by community organizations as part of its mission to reach out to the community it serves and to promote education, recreation, cultural enrichment, civic engagement and lifelong learning, as well as to publicize library resources.

### Distribution

OCPL accepts brochures and other materials from those community organizations that promote education, recreation, cultural enrichment, civic engagement and lifelong learning. Materials will be delivered to the Central Library, city branches and suburban member libraries via OCPL's delivery service or via email. This service does not constitute OCPL endorsement of the ideas, issues or events promoted by the materials.

- OCPL materials receive priority for distribution.
- OCPL reserves the right to limit quantities. The volume and frequency with which materials may be distributed by the same organization may be limited.
- Distributed materials will be removed when they are no longer timely or when space is required for more current items.
- OCPL assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.
- Materials promoting commercial products or services will not be accepted for distribution.
- Materials endorsing or opposing the election of any candidate for public office or the adoption of any federal, state or local legislation will not be accepted for distribution.

### Bulletin Boards

Bulletin board space not in use at the Central Library and city branches for notices related to library business and library-sponsored or partnered activities may be assigned to organizations for fliers and announcements of educational, cultural, intellectual, or charitable activities. Bulletin boards may also be used for schedules sponsored by nonprofit organizations or government agencies relating to services provided to community members.

- Posting of materials is by permission of the Executive Director or designee and is scheduled on a temporary basis. Only library staff members consider and post or remove materials.
- The size (physical dimensions) of the notices may be restricted to maximize available space.
- Notices will be removed when they are no longer timely or when space is required for more current items.

Posting does not constitute endorsement by the library, staff, or Board of Trustees of the ideas, issues or events promoted by the notices.

## Displays and Exhibits

Art exhibits and other displays are authorized by the Executive Director or designee after review for compliance with this Policy, the OCPL Code of Conduct and the extent to which the proposed exhibit or display supports the library's mission to promote education, recreation, cultural enrichment, civic engagement and lifelong learning.

- Displays and exhibits are temporary.
- Library use of exhibit and display areas takes precedence in scheduling.
- Exhibitors/artists are responsible for the installation and removal of their displays and any associated expenses. OCPL does not provide porter service, storage space or special furnishings.
- Exhibits/displays should be appropriate in scale, material, form and content for the library environment.
- Exhibit/display space may not be used for commercial purposes.

OCPL accepts no responsibility for the protection, possible damage, or theft of any item displayed, exhibited, or posted. All items placed on display in the libraries are at the owner's risk. Insurance coverage is the responsibility of the owner of the articles or materials displayed.

Onondaga County Public Library recognizes a responsibility to present differing points of view on controversial topics and a broad spectrum of artistic media. Materials which may seem objectionable to some may seem essential to others. OCPL's only fixed position is in support of Intellectual Freedom, and the inclusion or selection of any item on display does not imply an endorsement of its viewpoint or presentation. Each work must be judged on its own merits in light of the audience for whom it is intended.

Users wishing reconsideration of library displays and exhibits must fill out the "Request for Reconsideration of Library Displays and Exhibits" form appended to this document. Upon receipt of a formal, written complaint, the Director will appoint an ad hoc committee to be chaired by the Administrator for Public Services, 2 professional staff members from System/Central and 2 professional staff members from branches. The Board will be notified of any formal written complaints and will be kept apprised through the decision making process.

All members of the ad hoc committee will be given time to review the item(s), pertinent reviews, and statewide or national holding patterns on the item(s) and then the committee will meet and forward its recommendation to the Director, who will then make a decision on the status of the item(s). The Director will then communicate this decision, and the reasons behind it, to the complainant. If the complainant is not satisfied appeal may be made to the Board of Trustees, through formal appeal to the President of the Board. The Board will then review the Director's decision, and decide whether or not a formal hearing is warranted. If not, the Director's decision will stand as final, and if so the decision of the Board, following a hearing, will be final. The display under consideration will not be removed during any phase of this process, until a final decision is reached.

Request for Reconsideration of Library Displays and/or Exhibits

Please complete the form below and email to: [Director@onlib.org](mailto:Director@onlib.org) or mail completed form to:

OCPL-Director, 447 S. Salina St., Syracuse, NY 13202.

Type of Display/Exhibit:

- Books/Video/Music
- Bulletin Board
- Art
- Other

Location of exhibit: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you representing yourself? \_\_\_\_\_ A group? \_\_\_\_\_

Name of group: \_\_\_\_\_

1. What in the display or exhibit do you find objectionable? Please be specific.
2. Is your objection to this display based upon personal experience, or upon reports you have heard, or both?
3. Have you read, listened to, or watched the material in its entirety?
4. Are you aware of the opinion of literary or educational reviewers regarding the item (s) on display?
5. What action would you recommend regarding the use of this material?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reconsideration requests are reviewed by a committee appointed by the Executive Director.