



# Onondaga County Public Library Board Policy

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## Distribution, Bulletin Board and Exhibit Spaces Policy

1<sup>st</sup> Consideration: 9/20/2018  
2<sup>nd</sup> Consideration: 3/20/2019  
Resolution #: 19-06  
Date Approved: 3/20/19

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 citizens.

- 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.

Mounting of exhibits or displays does not constitute endorsement by the library, staff or Board of Trustees of the ideas, issues or events promoted by those exhibits or displays.