

*EXHIBIT SPACES & BULLETIN
BOARDS*

Policy Approved: 02.11.2026
Review Date: 2029

The Liverpool Public Library offers exhibit, display, and bulletin board space as part of its mission to reach out to the community it serves and to promote education, recreation, cultural enrichment, and lifelong learning, as well as to publicize library events, resources, and services.

Bulletin Boards

Bulletin board space not in use by the library may be designated for educational, cultural, intellectual, or charitable activities sponsored by non-profit or community organizations or governmental agencies. The library does not promote commercial goods or services.

Posting of materials is by permission of the Director or designee and is scheduled on a temporary basis. Only library staff members can consider, post, or remove materials. Postings/notices will be removed when they are no longer timely. Items submitted for consideration will not be returned. Posting does not constitute endorsement by the library, staff, or Board of Trustees.

Displays and Exhibits

Art exhibits and other displays are chosen at the discretion of the Director or designee in keeping with the mission of the library. Library use of exhibit and display areas takes precedence in scheduling.

The Director has the final decision on the arrangement of all exhibits and displays. The Library reserves the right to reject any part of an exhibit or to change the manner it is displayed or identified.

The Library accepts no responsibility for the protection, possible damage, or theft of any item displayed, exhibited, or posted. All items placed on display at the Library are at the owner's

risk. Insurance coverage is the responsibility of the owner of the articles or materials displayed.

The Liverpool Public Library recognizes a responsibility to present differing point of view and a spectrum of artistic media. Materials which may seem objectionable to some may seem essential to others. The Liverpool Public Library supports intellectual freedom and the inclusion of any item on display does not constitute an endorsement of its viewpoint or presentation.

Patrons wishing reconsideration of library displays and exhibits must fill out the “Request for Reconsideration of Library Displays and Exhibits” form attached to this policy. The completed form will go to the Director.

The Director or Designee will send acknowledgement of receipt of the Request Reconsideration form to the patron with an estimated timetable for review and evaluation. Information submitted by the patron will be included in the evaluation. The Library Director will provide a written response to the formal objection.

If the Director’s response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented to and reviewed by the Library Board. The patron should provide written and/or verbal arguments as to why the material in question should be removed. A decision will be made by the Library Board at a regularly scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board.

The material/display/exhibit in question will remain active during the review process.



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Request for Reconsideration of Library Displays and/or Exhibits

Please return the completed form to: Susan Reckhow, Liverpool Public Library
Director

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 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: _____