

ORANGE PUBLIC LIBRARY

SOCIAL MEDIA SUBMISSION AND USE

Adopted by Orange Public Library Board of Trustees on February 25, 2019

Orange Public Library (OPL) may occasionally invite content from the public about Library-related programs, subjects, and resources. The information below outlines OPL's criteria and procedure for handling any public submissions to social media platforms.

1. Must be 13 years of age or older to submit content for consideration.
2. Only parents or legal guardians may submit photos of children under 18 years of age. A signed Photo Release Form (For a Minor) must be submitted along with the photo(s).
3. The City of Orange reserves the right to decline submissions that do not adhere to the standards set forth in the City's Social Media Policy 1.56.
4. By submitting content, the user agrees to indemnify The City of Orange and its officers and employees from and against all liabilities, judgements, damages, and costs (including attorneys' fees) that may arise out of or are related to posted content.
5. All submissions will be retained for a period as specified in the City's Retention Policy 1.60.
6. By submission, the user grants The City of Orange the right to reproduce said submission in any of the city's media outlets for non-profit use.
7. The City of Orange reserves the right to crop or edit submissions at its discretion.
8. The City of Orange does not collect, maintain, sell, or distribute personal information submitted.