

ORANGE PUBLIC LIBRARY

POP UP LIBRARY

Adopted by Orange Public Library Board of Trustees on July 17, 2023

The Orange Public Library (OPL) enjoys the ability to bring library services out to community events via the Pop Up Library. Pop Up Library meets people where they gather to connect them with resources, programming, and technology via face-to-face interactions. Pop Up Library signs visitors up for library cards on the spot and brings library materials for check out. Pop Up Library enhances public events with added energy, visibility, and fun while encouraging reading, learning, and increased library use.

Pop Up Library Guidelines:

1. Requests for Pop Up Library event attendance must be made by the partner organization at least three (3) weeks in advance. Pop Up Library participation is contingent on OPL availability and staffing. Priority in booking goes to the City of Orange and entities residing in Orange. At the discretion of the Library Director or Lending Services Manager (or their designee), OPL can accept or decline attendance at an event. The Pop Up Library Coordinator is responsible for maintaining this service.
2. Pop Up Library attendance is predicated on the event running a minimum of two (2) hours. This timeframe does not include additional time needed for set up and take down of Pop Up Library canopy, furniture, or materials.
3. Pop Up Library will not pay vendor fees.
4. Pop Up Library reserves the right to leave prior to event end time due to staffing and/or unforeseen circumstances.
5. Per the Library Programs Policy, Pop Up Library reserves the right to utilize photographs or video taken at the Pop Up Library for publicity purposes in printed materials and online. All Pop Up Library patrons consent to the use of their photo taken by library staff (or designee) while at the Pop Up Library, unless they specifically inform staff of an objection to such use. Names will not be used in conjunction with photos without express written consent.
6. Pop Up Library lay out:
 - a. Outdoor events: Canopy, tablecloths, materials for check out and library card registration, program flyers, and game are included. Tables and chairs are also included unless provided by the event.
 - b. Indoor events: All items listed above are included with the exception of the canopy.
7. Pop Up Library will curate and provide a collection of materials for Pop Up Library patrons to meet the needs of the event. Pop Up Library reserves the right to choose the type of materials that are curated.

8. Per the Posting and Distribution of Information Policy, Pop Up Library does not promote for-profit businesses, groups, organizations, and/or individuals. Examples of items not permitted include advertisements, flyers for lost pets, or similar materials.