

**CITY OF HAMILTON  
RESOLUTION NO. 1244**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAMILTON  
TO ADOPT AMENDMENTS TO THE WEBSITE POLICY**

*WHEREAS*, the City of Hamilton adopted a *Website Policy* on May 18, 2010, and

*WHEREAS*, the City of Hamilton City Council Committee of the Whole has reviewed and recommended adoption of the attached amendment (Photograph Submission & Use Policy) to the *City of Hamilton Website Policy*.

*NOW, THEREFORE, BE IT RESOLVED* by the City Council of the City of Hamilton that Section 1-5 Photograph Submission & Use Policy, attached hereto, be added to the *City of Hamilton Website Policy*.

**PASSED AND ADOPTED** this 3rd day of September 2013, after motion and second duly made at a regularly scheduled meeting of the City Council of the City of Hamilton.

By: \_\_\_\_\_  
Jerry E. Steele, Mayor

Attest: \_\_\_\_\_  
Rose M. Allen, City Clerk

## 1-5 PHOTOGRAPH SUBMISSION & USE POLICY

(A) **Eligibility.** To submit a photograph for potential use on the City of Hamilton's website, you must be at least 18 years of age or have a parent or legal guardian's consent. The subject of the photograph must be relevant to the City of Hamilton including but not limited to one of the following categories:

1. Nature
2. Community
3. Public Events

(B) **Submission Guidelines.** Photographs can be submitted to the City of Hamilton using the online submission form sent to [generalinfo@cityofhamilton.net](mailto:generalinfo@cityofhamilton.net). The submission must contain your full name, contact number, and a statement that you have read and agree to the terms of this policy. Only photographs that are submitted in a JPG or GIF or BMP format will be considered for posting on the City Web site.

Photographs can also be mailed with a signed submission form or hand-delivered directly to the City Clerk's Office at:

City of Hamilton  
Attn: City Clerk  
223 S. Second Street  
Hamilton, MT 59840

**NOTE: Photographs submitted will NOT be returned.**

(C) **Modifications.**

1. Modifications Not Permitted
  - Do not add borders, frames, watermarks, signatures, or copyright notices.
  - Do not add or replace elements in an image.
2. Permitted Modifications
  - You may crop or rotate images, as necessary, as long as the rectangular format is maintained and the size is within the specifications above.
  - You may resize images as long as the aspect ratio is maintained.

(D) **Photograph Subject Restrictions.** The City will review all submitted photographs. Photographs for the website will be selected in the City's sole discretion. Entries that fail to comply with the photograph guidelines will be rejected.

Photographs must be appropriate for posting on a public government website. Obscene, provocative, or otherwise questionable content will not be considered. The City retains sole discretion as to what constitutes inappropriate content.

(E) **Photographer and Copyright.** Photographs must be submitted by the original photographer. Do not submit a photograph taken by someone other than you. You must be the sole owner of the copyright of any image submitted. Your submission of photograph and online

entry form is your guarantee to the City that you are the author (photographer) and copyright holder of the photo.

**(F) Ownership and Use Rights.** The City reserves the right to deny any photograph submission that the City has reason to believe is not the original work of entrant or for any other reason in its sole discretion. **By submitting your photograph, you agree to have your submitted photograph displayed on the City website without any fee or other form of compensation whatsoever.** Photographers retain the copyright to their photographs. The City may make and retain copies of the photograph for archival purposes. Photographs will be credited to the photographer named in the submission form. Photographs will not be used by the City in any manner for advertising or sale. In the event that ownership or content of any photograph submitted to the City is contested in any manner, the City retains the discretion to reject that photograph or discontinue use of the photograph.

**(G) Additional Terms and Conditions.**

The City is **NOT RESPONSIBLE** for: (i) lost, misdirected, misplaced, illegible, unintelligible or incomplete submissions or (ii) any act, failure to act, or delay regarding the transmitting or processing of entries. The City reserves the right, in its sole discretion, to cancel or suspend all or any portion of its website photograph display without notice.

By submitting your photograph(s), you agree to release and hold harmless the City and its employees, officers, affiliates, agents, and advertising and promotional agencies from any and all damages, injuries, claims, causes of actions, or losses or any kind resulting from your submission, including infringement of intellectual property rights.