

## Use of Photographic Equipment in the Library

Refer Questions to: Executive Director, Ext. 6-7545

Effective Date: November 2007

Revised Date: June 2018

Approved By: Division Heads

Persons wishing to take pictures or film in the Library must first obtain permission from Library Associate Director for Administration and Operations or the Executive Director.

### **The decision to allow photography will be based on the following guidelines:**

1. The photography or filming must not take place in an area that will disrupt patrons of the Library. Noise must be kept to a minimum to prevent disruptions to those studying.
2. Filming must take place in a pre-arranged area and the equipment used must be kept neatly stored out of all walkways.
3. Generally, filming is not permitted during mid-terms or final exams except in specially designated areas.
4. Pictures or filming of patrons are prohibited unless the patron has given their permission to be filmed.
5. Photo shoots must be pre-arranged and taken in a designated area away from student study tables. An example of an acceptable area would be the 2nd floor bridge, the enclosed tower areas of the 2nd floor or the north side of Floors 2-5 (facing W. Lombard St.).
6. Filming and photography in the Historical Room is restricted and can only be granted by the Associate Director for Administration and Operations or the Executive Director. A member of the Library Staff must be present during the entire visit.
7. All "Location Scouts" seeking space to film movies should be referred to Office of External Affairs (410) 706-7820.