

Guidelines for Photography, Videotaping, and Filming

These guidelines apply to all Syracuse University Libraries facilities, including Bird Library, Carnegie Library, and King+King Architecture Library.

In all instances, use of photographic, videotape, or film equipment within the libraries:

- » Must not interfere with the study, research, privacy, or safety needs of Libraries' users.
- » Must not violate any Syracuse University policies, rules, or regulations.
- » May not hinder access to exits, stairways, corridors, or doorways.
- » May sometimes be restricted during midterms or near final examinations.
- » Must include consent from any individual who is included or is the subject of the photograph, video, or film.

There are three different scenarios where visitors to SU Libraries may have occasion to photograph, videotape or film:

1) Personal Use

Visitors to the SU Libraries are welcome to take photographs or videos for their personal use without formal authorization, so long as library staff and users are not inconvenienced in any way.

2) Student and Public Use

Any photography, video, or filming requests for public use, including students working on academic projects, must be approved by Libraries' Marketing and Communications office. This includes those who may be using lights or tripods, requesting access to a specific room, conducting interviews, or shifting library materials or furniture. Keep in mind the following:

- It must be pre-approved and scheduled with the Libraries' Marketing and Communications team.
- Disturbance to library staff and users must be minimized.
- Any re-arrangement of furniture or library materials must be minimized and returned to its original location, with books placed in designated locations for reshelving.
- Libraries staff may prefer not to be filmed or photographed when working.

The following procedures should be taken if photographing, videotaping or filming for public use:

- a) Submit the request using the attached form on the next page 1-2 business days in advance by completing and emailing it to <mailto:libcom@syr.edu>.
- b) Confirm receipt of approval from the Libraries' Marketing and Communications team.
- c) Be prepared to present the approved request form to Library staff if asked.

3) Non-Syracuse University Commercial, News or Other External Organization

External agencies wishing to film for commercial or news media purposes should contact Syracuse University's central Office of News Services at sunews@syr.edu or 315.443.3784. Office of News Services will coordinate with the Libraries' Department of Marketing and Communications.

RIGHT TO TERMINATE

The SU Libraries reserve the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates library or University policies or regulations, or endangers the health and safety of participants, library patrons, and library staff.

REQUEST TO PHOTOGRAPH/VIDEOTAPE/FILM IN SU LIBRARIES' FACILITIES

Your Name _____ SU I.D. _____

School/College _____ Department/Organization _____

Address _____

Phone (day) _____ Email _____

Status: Faculty Student Staff Other* (specify) _____

**NOTE: Requests from commercial, news, or other external agencies must provide clearance from the SU Office of News Services.*

Project Description _____

Course title (if applicable) _____

Number _____ **Section** _____ **Faculty advisor for project** _____

Filming date(s) desired _____ **Time** _____ a.m./p.m. - _____ a.m./p.m.

Location within the Libraries _____

Purpose: Paper Project Film Article Other (specify) _____

By signing this request, I hereby:

1. Acknowledge that the law may require me to receive the consent of every person photographed/videotaped/filmed and that I am solely responsible for acquiring the consent of each person photographed/videotaped/filmed.
2. Acknowledge that I am solely responsible for the content of the photographs/videotapes/films and how they are used.
3. Acknowledge that I have reviewed a copy of the Syracuse University Libraries' "Guidelines for Photography, Videotaping, and Filming" and agree to follow those guidelines and procedures.

Signature _____ **Date** _____

QUESTIONS

Contact the Libraries Marketing and Communications office at libcom@syr.edu or 315.443.9788. Thank you for your cooperation.

FOR LIBRARY USE

Approved Not Approved Authorized by _____ Date _____