Guidelines for Photography, Videotaping, and Filming

These 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 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 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 shelving.
° Must include consent from anyone filmed or photographed.

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 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

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

7/1/2020