Photographic, Video and Audio Recording in University Library Facilities

Updates and replaces Permission to Film in Library Facilities: [http://www.library.illinois.edu/administration/services/policies/permission_film.html](http://www.library.illinois.edu/administration/services/policies/permission_film.html)

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General guidelines

Because the mission of the University Library is to provide and promote an atmosphere conducive to teaching, learning, and research, we reserve the right to limit photographic, video, or audio recording activities to assure that this atmosphere is maintained.¹

- All photography and recording must be carried out so as not to disturb library users or staff and not block aisles, walkways, stairwells, doors, or exits.
- Avoid capturing identifiable likeness of individuals or their computer screens, books, documents etc. without their assent.
- Access to staff areas and other areas closed to the public will generally not be allowed but may be evaluated and approved on a case-by-case basis.

### What permission do I need?

- **Quick snapshot for personal use?**
  - Verbal assent from identifiable individuals?
    - Yes
    - No
    - STOP
  - Commercial/Professional?
    - Yes
    - Images shared publicly via student projects, library staff, etc.
    - Obtained "on-the-fly" permission from unit head or designee
      - Is anyone identifiable in the images?
        - Yes
        - Obtained talent release form or posted appropriate signage?
          - Yes
          - Go for it, but please do not disturb library users or staff
          - No
          - STOP
        - No
        - Go for it, but please do not disturb library users or staff
        - No
      - No
    - No
    - STOP
- STOP

Personal snapshots
Individuals visiting the libraries are welcome to take a few photographs to record their visit for personal use, except where signs are posted prohibiting this. Be sure to follow the “General guidelines” above.

**Photo/video/audio recording to be shared publicly by student projects, library staff, etc.**

Anything other than snapshots for personal use (discussed above) or commercial/professional photography (which require advanced permission as discussed below) must be authorized by designated Library staff at that location using the On the Fly Photographic, Video and Audio Recording Permission Form prior to recording. [LINK]

**Commercial/professional**

Professional photographers/videographers or any other photography or recording for any commercial purposes must be authorized in advance. Interested parties should request permission via email or phone to film or otherwise record in Library facilities at least 7 days in advance from the Associate Director of Advancement for Publications and Public Affairs, who will review the request and seek authorizations from the Assistant Dean of Libraries for Facilities or the Associate University Librarian for User Services. Individuals planning to photograph or record for commercial purposes in a Library facility should also consult the Commercial/Professional Photographic, Video and Audio Recording Checklist and complete the [Commercial/Professional Photographic, Video and Audio Recording in University Library Facilities](http://publicaffairs.illinois.edu/resources/release/index.html). Use of Library facilities for feature films, advertisements or other commercial purposes is governed by the campus policy on the Use of the University Name, Image or Logos and requires prior permission from the Associate Chancellor for Public Affairs.

**Use of images of individuals**

Explicit permission must be obtained from any patrons and/or staff members who is personally identifiable in any image that will be publicly shared online or in print by using the RELEASE FORMS provided by Public Affairs for this purpose, see: http://publicaffairs.illinois.edu/resources/release/index.html. In situations involving a large public gathering, designated library personnel may grant permission to post signs notifying individuals that recording or photography will occur in lieu of the individual talent release forms.

Requests to cease recording

The Library reserves the right to ask any individual or group to cease photographic, video, or audio recording, and, if appropriate, to refer individuals or groups to the University Office of Public Affairs. Individuals or groups who refuse to cease recording upon request by an authorized Library staff member will be considered in breach of the University Library policy on [patron conduct in the Library system](http://publicaffairs.illinois.edu/resources/release/index.html).

**Questions or concerns** may be directed either to the Assistant Dean of Libraries for Facilities or to the Associate University Librarian for User Services.

For information on fees associated with the reproduction and use of existing print and digital collections, please see the Guidelines and Fees for the Reproduction and Use of Library Materials.

**Contacts:**

**Associate Director of Advancement for Publications and Public Affairs,** Heather Murphy, hmurphy@illinois.edu, (217) 333-3758

**Assistant Dean of Libraries for Facilities,** Jeff Schrader, jschrade@illinois.edu, (217) 333-0317

**Associate University Librarian for User Services,** JoAnn Jacoby, jacoby@illinois.edu, (217) 333-0790

**Associate Chancellor for Public Affairs,** Robin Kaler, (217) 333-5010, rkaler@illinois.edu

*Originally approved by University Library Administrative Council on November 7, 2006*
Use of Library facilities is governed by the campus policy on Article III-16 of the Campus Administrative Manual which states that:

"Use of some locations . . . requires special permission in certain circumstances. For example, special permission is needed for access to certain areas (classrooms, residence halls, laboratories, athletic facilities, offices); for activities that might interrupt the normal flow of student life, business, or traffic; and for activities that involve University staff time or resources."