

## **Commercial/Professional Photographic, Video and Audio Recording in University Library Facilities**

### ***Guidelines***

The general policy for *Photographic, Video and Audio Recording University Library Facilities* is available at:

<http://www.library.illinois.edu/administration/services/policies/recording/guidelines.html>.

As noted in that policy, 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."

If the recording will not create any disruption for library users or staff, designated library personnel may grant permission to film for commercial or professional purposes.

- Prior to recording, read and sign the attached form acknowledging your familiarity with Library and campus policies regarding photography and recording and adherence to those policies. The photographer will keep a copy of the signed form.
- Talent release forms from Public Affairs (<http://publicaffairs.illinois.edu/resources/release/TalentReleaseForm.doc>) will be available for any projects where identifiable images of individuals, their computer screens or reading material will be publicly shared in any way..
- 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*.
- 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](#) (<http://cam.illinois.edu/iii/iii-16.htm>) and requires prior permission from the Associate Chancellor for Public Affairs.

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*Permission Form*

I/We understand that we have permission to film in the Library under these circumstances:

- We will not include any identifiable images of anyone (including images of their laptop screens or reading materials) unless we have them sign a “Talent Release Form” <http://publicaffairs.illinois.edu/resources/release/TalentReleaseForm.doc> or a Library approved sign has been posted notifying individuals that filming is taking place.
- We will not create noise or otherwise disturb Library users
- We will not restrict or block any aisles, walkways, stairwells, doors, or exits.
- We will not enter staff workspace at service desks, offices, or cubicles without prior permission
- We will put all furniture back in order, if we moved it, after we finish filming

The Library expects individuals to obey all policies of the University Library ([www.library.illinois.edu/administration/services/policies/permission\\_film.html](http://www.library.illinois.edu/administration/services/policies/permission_film.html) and [http://www.library.illinois.edu/administration/services/sub\\_policies/p\\_patrons.html](http://www.library.illinois.edu/administration/services/sub_policies/p_patrons.html)). You are responsible for your equipment, and the actions of any crew at all times.

Areas authorized to take photos or record include: \_\_\_\_\_

\_\_\_\_\_

I/we have read the above and agree to these terms.

\_\_\_\_\_  
Applicant’s signature

Date \_\_\_\_\_

\_\_\_\_\_  
Designated Library staff signature

Date \_\_\_\_\_