

On the Fly 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>.

Each library unit may designate library personnel to assess a project to determine if permission can be granted on the spot, or if the photographer needs to go through the formal process of securing permission for commercial or professional photo shoots outlined in the policy linked above. The designated individual from the Library unit will discuss the intent of any photographic or recording project with those who ask about photographic, video or audio recording in the library unit or who arrive with recording equipment.

Individuals visiting the libraries are welcome to take a few photographs to record their visit for personal use without seeking formal permission, except where signs are posted prohibiting this.

Examples of instances when permission should be secured before recording and may be granted on the spot include:

- A group or individual wanting to take video or set-up a photo shoot of public areas, signage, furniture, equipment, artwork for noncommercial purposes. (Commercial photographers are required to seek advance permission, as described in the *Photographic, Video and Audio Recording University Library Facilities* policy; <http://www.library.illinois.edu/administration/services/policies/recording/guidelines.html>)
- A group that is in a room or area away from others recording something for a project that only captures those individuals in the group, as long as the recording or photo shoot is not disruptive to other library users;
- Library staff who wish to film short videos to promote collections and services or provide instructional content.

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

- Designated library personnel will ask those who are recording to read and sign a form acknowledging their 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. In certain cases when individual release forms are not practical, a Library approved sign may be posted notifying individuals that filming is taking place in lieu of release forms.

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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 outside of our group (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
- 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 (<http://www.library.illinois.edu/administration/services/policies/recording/guidelines.html> and http://www.library.illinois.edu/administration/services/sub_policies/p_patrons.html) and those set forth in the University of Illinois Student Code/Handbook (<http://studentcode.illinois.edu/>). 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 _____