

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

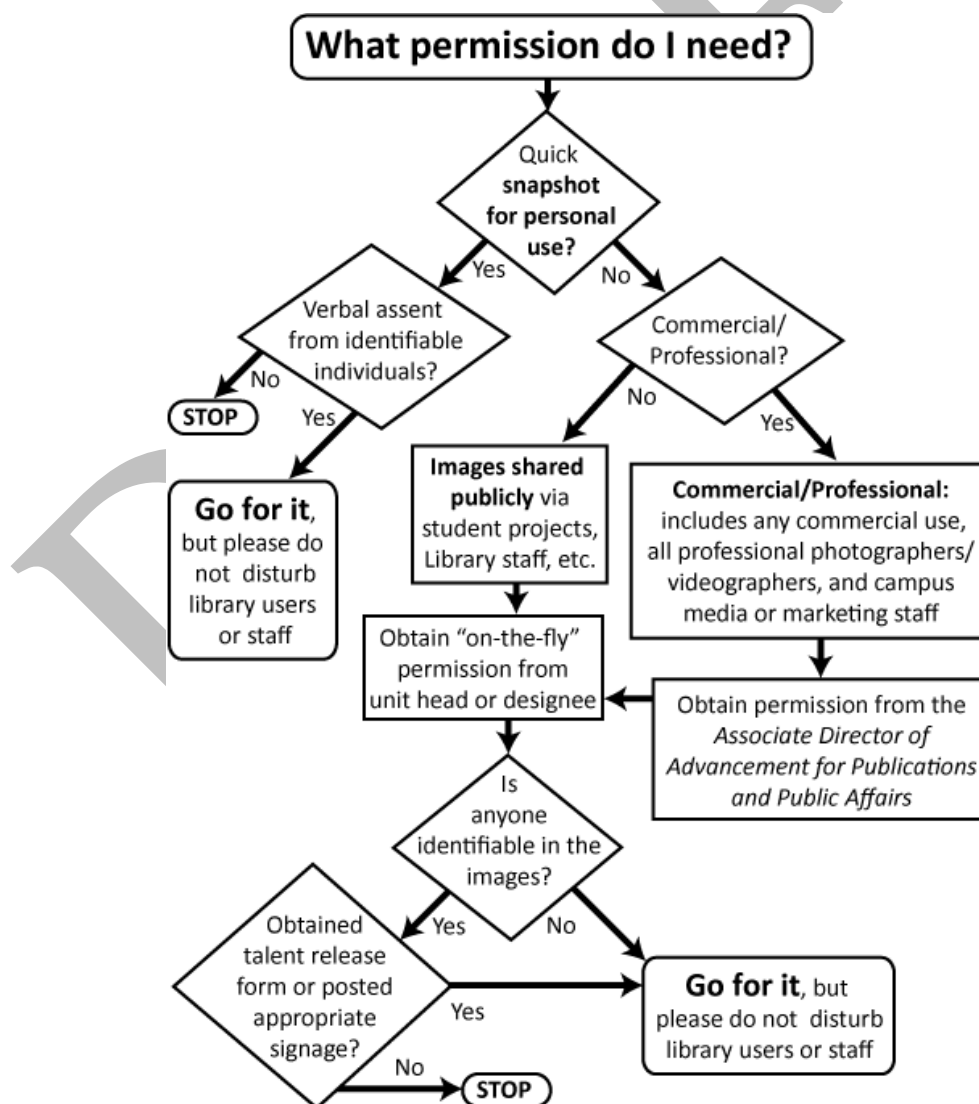
Version: June 12, 2016 DRAFT

Author: JoAnn Jacoby, Associate University Librarian for User Services, with the Assistant Dean of Libraries for Facilities and Associate Director of Advancement for Publications and Public Affairs, the Social Media Working Group, unit heads in User Services, Central Public Services Division, and User Services Advisory Committee,

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.



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 Permission Form for Photographic, Video and Audio Recording in University Library Facilities](#) [\[LINK\]](#). 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.

Talent release forms are **not** required for **photos or videos for personal use** (i.e. that will not be publicly shared in any way), but please do not photograph or film anyone without their assent.

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**.

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

Revised and approved [DATE]

ⁱ 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."

DRAFT