Guidelines and permission for filming, photographic and sound recording in the Library

These guidelines apply to all parts of the Library managed by Student & Library Services (S&LS)

Filming, photography and/or sound recording can cause a range of difficulties for students studying in the Library. The following guidelines and procedures apply. It should be noted that filming, sound recording or photography for commercial or news media purposes must be cleared through Student Recruitment & Marketing.

Guidelines

When using film, recording or photographic equipment you:

- must not interfere with the study, research, privacy, or safety needs of Library users.
- must not violate any University policies, rules, or regulations.
- must not hinder access to exits, stairways, corridors, doorways, and other facilities.
- may sometimes be restricted during busy registration, induction or assessment periods or during major Library projects.
- must obtain the written consent of any individual who is to be a subject of the filming/photography.
- must keep in mind that users and staff may wish not to be photographed at all.

Anyone wishing to make extensive use of film, recording or photographic equipment, use lights or tripods, or move (or otherwise make use of) Library materials or furniture, must also:

1. schedule the project for a period of lower Library usage;
2. minimize disturbance to Library users and staff;
3. minimize re-arrangement of furniture or Library materials, return any furniture used to its original location, and place materials in designated locations for re-shelving;

S&LS reserves the right to terminate any filming/recording or photography that causes an undue disturbance, violates Library or University policies or regulations, endangers the health and safety of participants, Library users, S&LS staff, or creates an unacceptable risk to property.

Permission Form

Requests to film/take photographs should be made in advance to the library by email to libraryhelp@tees.ac.uk or by telephone to 01642 342100 (during standard office hours). Request forms and guidelines are available on request from the iZone

Customer name/s:  School/Department/Organisation:

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Signature approving filming:  Date/s of filming: on or after

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Reason for filming/photography:

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