

Guidelines for Student/Faculty Filming/Photographing/Recording in Emerson Library

Submit your request **prior** to the requested filming/photography date. The following guidelines apply:

- 1) Your work must not interfere with other library patrons.
- 2) You must do your work when the library is open.
- 3) All staff work areas, the Faculty Development Center and the balcony outside of the Faculty Development Center, the roof, the restrooms, and any other areas not typically accessible by library users are ***not available for use***.
- 4) Do not enter a study room, classroom or conference room that is occupied, unless this has been prearranged with the users of that room.
- 5) Do not film or take pictures of other library patrons without their permission. You must secure signed release statements from anyone you photograph or film.
- 6) Request permission to use any additional lighting.
- 7) When you move library furniture or equipment, return it to its original location when you finish.

I HAVE READ AND AGREE TO FOLLOW THESE GUIDELINES

Name and Date: _____

**Turn the page over and fill out the request
form on the back.**

REQUEST FOR FILMING/PHOTOGRAPHING/SOUND RECORDING IN EMERSON LIBRARY

Today's Date: _____ Requestor's Name: _____

Email: _____ Webster ID#: _____

Daytime Phone #: _____ Evening Phone #: _____

Purpose of Project: _____

Date(s) and Time(s) Requested: _____

Describe what you want to do and where in the Library you would like to do it. You may attach an additional sheet if necessary.

How many people are involved in this project? _____

What kind of equipment will you use?

Approved by: _____

November 12, 2018, Library Management Team

For further information please contact

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