

Campbell Library PHOTOGRAPHY-FILMING POLICY

(updated 11/21/2014)

Guideline Requirements:

1. The request needs to be submitted to the Library Administration Office at least 2 weeks in advance.
2. No requests will be approved for times during the last 2 weeks of the semesters.
3. Only Rowan Faculty, Staff and Students may request filming or photography permission. All news media request go to the Office of University Relations (856-256-4236)
4. No activity will take place that could interfere with the usual activity of Library personnel or patrons.
5. No activities may take place that might create conditions that are hazardous to the facility, its users, or materials.
6. Noise, disruptive to the normal course of Library activities, will not be tolerated.
7. No alteration to the physical space of the Library, this includes the application of tape to walls or surfaces.
8. Respect the privacy of patrons and Library personnel. Photographers and filmmakers must receive permission to photograph or film patrons and/or Library staff prior to capturing an image.
9. On the day of filming/photographing, those filming/photographing must present their signed copy of the Request for Permission to Film/Photograph to the Circulation Supervisor.
10. The Library accepts no liability for the use of photographs or film resulting from this activity.

If you have questions, please contact Dr. Deborah Gaspar, Director of Public Services,
Gaspar@rowan.edu or 856-256-4963

Request to Photograph or Film in the Library

Requester Name: _____ Date of submission: _____

(Please indicate one of the following)

Rowan-Faculty or Staff ___ Rowan-Student ___ (If class related instructor's name: _____)

Department/Organization: _____

Requester Phone: _____ Requester Email: _____

Name of project/reason you need to film in library: _____

Describe library location(s) to be used:

Proposed dates and start/end times:

Number of participants involved:

I agree that neither I nor members of my Photography Team will disturb or interfere with library staff or users while we film or photograph. I acknowledge that permission to film or photograph within the library will be revoked if complaints are received.

Requester Signature: _____ Date: _____

Approved by: _____ Date: _____

(University Libraries Administration)