

Request to Photograph/Videotape/Film in the Library

BEFORE COMPLETING, PLEASE READ ATTACHED GUIDELINES/PROCEDURES

- 1) Name _____
- 2) Phone (day) _____ 3) Student I.D. _____
- 4) Please check the box that applies:
 STUDENT FACULTY STAFF/ADMINISTRATOR DISTRICT STAFF
- 5) Course Number/Name _____
- 6) Instructor/Advisor for Project _____
- 7) Date(s) filming will take place _____ 8) Time (from) (until) _____
- 9) Library areas involved _____
- 10) Purpose of photography/filming (course work, semester project, news story, professional production, promotional material, etc): _____
- 11) Production equipment being used, including lighting: _____
- 12) Names of persons involved, actors and crew: _____
- 13) If dialog, music or other sound effects will be used, please describe: _____
- 14.) Is a script being recorded? ___No ___**Yes; please attach**

NOTE: Please keep in mind that library staff are working and may not want to be photographed/filmed at all.

By signing this Request, I hereby:

- (a) acknowledge that the law may require me to receive the consent of every person photographed/videotaped/filmed and that failure to receive such consent may result in litigation against me. I understand that I am solely responsible for acquiring the written consent of each person photographed/videotaped/filmed;
- (b) acknowledge that I am solely responsible for the content of the photographs/videotapes/films and how they are used;
- (c) agree that I am not using the photographs/videotapes/films for any commercial or news media purposes, without appropriate authorization; and
- (d) acknowledge that I have received and read a copy of the Photography, Videotaping, and Filming in the Library: Guidelines, and agree to follow these guidelines and procedures.

Signature: _____ Date _____

For Library Use: **APPROVED** **NOT APPROVED**

Authorized by (signature) _____ Date _____

Comments:

Photography, Videotaping and Filming in the Library: Guidelines

In limited circumstances, *i.e.*, for academic or College/District institutional purposes, arrangements may be made for Santiago Canyon College [SCC] students, faculty, staff, or administrators as well as Rancho Santiago Community College District [RSCCD] staff to photograph, videotape, or film in the Library.

Approval by the Dean of the Library, Fine and Performing Arts & Communication Division must be obtained in advance of the requested time and according to the guidelines and procedures below.

GUIDELINES

Use of photographic, videotape, or film equipment within the Library:

- must not interfere with the study, research, privacy, or safety needs of Library users
- must not violate any SCC or RSCCD policies, rules, or regulations
- may not hinder access to exits, stairways, corridors, doorways, and other library facilities
- is denied during busy periods, *e.g.*, during midterms or near final examinations

Those wishing to do extensive photographing, videotaping, or filming; or use lights or tripods, must:

- schedule the project for a period of low library usage
- minimize disturbance to library users and staff
- not re-arrange furniture or library materials

PROCEDURES

Individuals or groups wishing to photograph, videotape, or film within the library must:

1. complete the "Request to Photograph/Videotape/Film in Library" form
2. submit the completed request form for review to the Dean's office (Library L-105) during office hours and as far in advance of the requested date as possible
3. receive a copy of the approved and signed request form
4. present the approved request form to the lead staff member at the Circulation Desk on the requested date and before any photographing/filming is started
5. assume the responsibility of gaining permission [verbal or written, as applicable] of any adult or minor child who might be seen in the photograph, video, or film

The Library reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance; violates Library or College or District policy or rules; or endangers the health and safety of participants, Library users, and Library staff.