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<b>ACADEMIC/ADMINISTRATIVE</b>	<b>0</b>	
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## GUIDELINES FOR FILMING AND PHOTOGRAPHY ON LIBRARY PREMISES

<b>Purpose/ objectives</b>	To provide a guide to staff, students and visitors to appropriate use of filming, recording and photography on Library premises.
<b>Context</b>	<p>The Guidelines are designed to protect the study, research, privacy and safety needs of all staff and clients within the Library. They apply to any University students, staff or visitors conducting still photography, recording or filming on Library premises.</p> <p>In addition, prior permission must be sought from the Library for activities that are likely to impact on staff and clients within the Library, such as when those images will be distributed widely, involve recognisable faces or involve equipment and set ups that may negatively impact on the work and study environment.</p>
<b>Scope/ Application</b>	<p>These guidelines apply to the La Trobe University Library at all of its locations including at the Bundoora, Bendigo, and Albury-Wodonga campuses as well as at the Shepparton and Mildura library services which are shared with their respective local Institutes of TAFE.</p> <p>Staff and students of La Trobe are welcome to take photographs or short videos in the Library for their personal use or for class assignments, using hand-held devices, without formal authorization, provided that staff and other users are not photographed or inconvenienced.</p> <p>Permission from the Library is required for any filming or photography that meets any of the following criteria;</p> <ul style="list-style-type: none"> <li>• for commercial purposes</li> <li>• conducted by news media</li> <li>• captures images or recordings for wider distribution</li> <li>• includes shots of recognizable faces</li> <li>• requires any additional equipment</li> <li>• requires moving of any furniture</li> </ul> <p>Requests should be submitted to the Library using the appropriate form at least one week in advance of the scheduled event. The Library will endeavor to reply within two business days upon receipt of the completed form. A copy of the approved request must be available to be presented to staff anytime during filming.</p>

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<b>Applications</b>	<p><b>General Guidelines</b></p> <p>All filming must occur during University Libraries' regular <a href="#">operating hours</a>. Use of photographic, recording, or film equipment within the libraries:</p> <ul style="list-style-type: none"> <li>• must not interfere with the study, research, privacy, or safety needs of library clients;</li> <li>• must not interfere with the ability of library staff to function;</li> <li>• must not hinder access to exits, stairways, corridors, doorways, and other library facilities;</li> <li>• must not include camera dollies, smoke, and smoke effects,</li> <li>• must comply with all La Trobe University policies, rules, or regulations, and</li> <li>• may be restricted during examination periods or peak times of the day</li> </ul> <p>The filmmaker, photographer, and/or film crew will be responsible for returning library facilities to the original condition found before filming started. Library staff will not be responsible for moving furniture, setting up film shots, or assisting with the film setup or take down.</p> <p>The filmmaker/photographer will be charged for the repair of any damage incurred.</p> <p>The filmmaker/photographer must obtain the prior written consent of any individual who will appear in or be the subject of the photography/recording/filming. Please obtain a signed <a href="#">Personal Model Release form</a>.</p> <p><b>RIGHT TO TERMINATE</b> The LTU Library staff reserve the right to terminate any photography, recording, or filming that causes an undue disturbance, violates library or University policies or regulations, or endangers the health and safety of participants, library patrons, and library staff.</p>
<b>Responsibility for monitoring implementation and compliance</b>	Library Leadership Team
<b>Status</b>	Created 17/06/2016
<b>Approval Body</b>	Library Leadership Team
<b>Date Effective</b>	01/07/2016

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<b>Next Review Date</b>	01/07/2017
<b>Keywords</b>	Filming, photography, recording
<b>Owner/Sponsor</b>	Deputy Director Strategy and Planning
<b>Author</b>	Manager: Partnerships & Campuses
<b>Contact person or area</b>	For further information or advice regarding these Guidelines contact the Library Administration Officer.

## **Background information for photographer / videographer**

This form should be used in conjunction with photographs or video recordings of a person (whether of a private citizen, La Trobe University staff member or student) that have been taken by the University and which the University wishes to publish, where the subject is recognisable.

The form should be completed prior to the image or video being published.

## **Informed Consent:**

Ideally, the photographer should explain the purpose of the form (confirmation that we are authorised to use the image) with the subject before it is completed and signed.

A rough guide to the subject's capacity to grant consent follows.

- Primary school aged children should not be asked to complete the form (they often don't have a signature at this age). Parents should be asked to complete and sign the form.
- Secondary school children and parents should be asked to complete the form.
- With tertiary students or employed persons (a person 15, 16 or 17 years of age who has left school and gone to work) there is no need to inquire about age - he or she can sign alone. If a person has sufficient powers of intellect to take on a tertiary course or take up employment then by implication they have sufficient powers of intellect to understand this form.

## PERSONAL INFORMATION AND MODEL RELEASE DEED

I, \_\_\_\_\_ (full name)

of \_\_\_\_\_

1. Consent to my name and personal information that I have provided in the course of interviews with La Trobe University to be to used, reproduced, communicated and published in La Trobe University's publications or in a third party's publication authorised by La Trobe University in any format for advertising or marketing purposes to be produced by the University or a third party on behalf of La Trobe University.
2. Agree to my photograph being taken and/or the making of a visual and sound recording of me by La Trobe University or a person authorised by La Trobe University and authorise the University or a third party authorised by La Trobe University to use, reproduce, communicate and publish those photographs and/or visual and sound recording for advertising or marketing purposes to be produced by the University or a third party on behalf of La Trobe University.
3. Agree that the photographs may be digitally edited by La Trobe University or a third party authorised by La Trobe University and may be published with an accompanying caption that may or may not identify me by name.
4. Confirm that I have entered into this release voluntarily. I acknowledge that the University's use or publication of personal information about me and the photographs does not give me any right to require payment, or any right to share in proceeds obtained through exploitation of the photographs.

Signed, sealed and delivered by

Witnessed by

\_\_\_\_\_

\_\_\_\_\_

Contact # \_\_\_\_\_

*If the subject is younger than 18, the subject's parent or legal guardian must also sign:*

*Signed, sealed and delivered by  
the Parent/Legal Guardian*

\_\_\_\_\_

\_\_\_\_\_

*Print Name*

*Signature*

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_