GUIDELINES FOR FILMING AND PHOTOGRAPHY ON LIBRARY PREMISES

Purpose/ objectives

To provide a guide to staff, students and visitors to appropriate use of filming, recording and photography on Library premises.

Context

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. 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.

Scope/ Application

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.

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.

Permission from the Library is required for any filming or photography that meets any of the following criteria;

- for commercial purposes
- conducted by news media
- captures images or recordings for wider distribution
- includes shots of recognizable faces
- requires any additional equipment
- requires moving of any furniture

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.
Applications

General Guidelines

All filming must occur during University Libraries’ regular operating hours. Use of photographic, recording, or film equipment within the libraries:

- must not interfere with the study, research, privacy, or safety needs of library clients;
- must not interfere with the ability of library staff to function;
- must not hinder access to exits, stairways, corridors, doorways, and other library facilities;
- must not include camera dollies, smoke, and smoke effects,
- must comply with all La Trobe University policies, rules, or regulations, and
- may be restricted during examination periods or peak times of the day

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.

The filmmaker/photographer will be charged for the repair of any damage incurred.

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 Model Release Deed

RIGHT TO TERMINATE

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.

Responsibility for monitoring implementation and compliance

Library Leadership Team

Status

Created 17/06/2016

Approval Body

Library Leadership Team

Date Effective

01/07/2016
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<tr>
<th><strong>Next Review Date</strong></th>
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<tbody>
<tr>
<td><strong>Keywords</strong></td>
<td>Filming, photography, recording</td>
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<tr>
<td><strong>Owner/Sponsor</strong></td>
<td>Deputy Director Strategy and Planning</td>
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<tr>
<td><strong>Author</strong></td>
<td>Manager: Partnerships &amp; Campuses</td>
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<td><strong>Contact person or area</strong></td>
<td>For further information or advice regarding these Guidelines contact the Library Administration Officer.</td>
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