

## Filming/Photographing in the Library Policy

Policy governing filming/photographing in the James E. Brooks Library is intended to help maintain an appropriate environment for study and research in the Library. The Library, therefore, reserves the right to prohibit filming/photographing if it is believed that a filming/photographing project would be disruptive to patrons and staff.

Anyone interested in filming/photographing in the Library must complete a Request for Permission to Film/Photograph in the James E. Brooks Library form and obtain the signature of the Dean of Library Services. All shoots must be course- or university-related and abide by the guidelines specified in the Request for Permission form. The form asks for basic information about the filming/photographing project. Upon receipt and approval of the Request for Permission to Film/Photograph form, the Administrative Assistant to the Dean will inform Public Services staff of the details of the film project. If the Dean is unavailable, the Administrative Assistant may give permission to film/photograph. All film/photographic requests must be made at least two (2) days in advance of the requested date.

Requests will be approved only in cases where the shoot will not disrupt or inconvenience normal Library use. Common sense and consideration should be used in filming/photographing individuals. Photographs of individuals, particularly close-ups, may be taken only with the person's expressed permission. When photographs or film are used for any commercial purpose, the Library requires credit in print in any finished product. The Library also requires a copy of the publication or film be provided for inclusion in the Library's collection.

Adherence to the following guidelines is required:

1. No eating, drinking or smoking is allowed.
2. No alteration to the physical space of the Library, this includes the application of tape to walls or surfaces.
3. No activity will take place that could interfere with the usual activity of Library personnel or patrons.
4. No activities may take place that might create conditions that are hazardous to the facility, its users or materials.
5. Noise, disruptive to the normal course of Library activities, will not be tolerated.
6. 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.

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. The Circulation Supervisor will alert Library staff via email about the presence of a film/photographic crew in the Library.

The Library accepts no liability for the use of photographs or film resulting from this activity.

### Persons Not Affiliated with Central Washington University

All requests to film/photograph in the Library from persons not affiliated with Central Washington University must be submitted to the Director of Facilities Planning & Construction Services, who can be reached by calling (509) 963-7523, and the appropriate authority (Dean, Director, etc.).

Questions regarding the policy or procedures should be addressed to the Administrative Assistant to the Dean of Library Services, Becky Severin at 509-963-1902, [severinb@cwu.edu](mailto:severinb@cwu.edu) or James E. Brooks Library, 400 E University Way, Ellensburg, WA 98926-7548.

*[Responsibility: Dean of Library Services; Reviewed/Endorsed by: Provost's Council/Cabinet;  
Review/Effective Date: 11/17/10]*

Approved: \_\_\_\_\_ Date: 11/17/2010  
Wayne Quirk, VP for Academic and Student Life  
(signed original on file)

Request for Permission to Film/Photograph in  
James E. Brooks Library

Name: \_\_\_\_\_

CWU ID # \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_

Requested Date \_\_\_\_\_

\_\_\_\_\_

Requested Time \_\_\_\_\_

Project description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project location: \_\_\_\_\_

Number of cast & crew: \_\_\_\_\_

Number of non-CWU cast & crew: \_\_\_\_\_

List all equipment being used in the shoot: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All shoots must be course- or university-related. In making this request to film/photograph on Library premises, I understand and will abide by the following guidelines: No eating, drinking, or smoking is allowed. No alteration to the physical space of any part of the Library is permitted. This includes the application of tape to walls or surfaces. No activity will take place that could interfere with the usual activity of Library personnel or patrons. No activities may take place that might create conditions that are hazardous to the facility, its users or materials. Noise, disruptive to the normal course of Library activities, will not be tolerated. It should be understood that failure to comply with these guidelines may result in the termination of permission to proceed with filming/photographing in the Library. It should also be understood that the person or persons who agree to the terms of this request are responsible for any damage that might result from this activity.

The privacy of patrons must not be violated. Photographers/filmers must receive permission to photograph or film patrons and/or Library staff prior to capturing an image. The Library accepts no liability for the use of photographs or film resulting from this activity.

I have read and understand the above terms for filming/photographing in the James E. Brooks Library.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Department/Faculty Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Library Services Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**It is understood that requests from persons not affiliated with CWU must be submitted to the Director of Facilities Planning & Construction Services, (509) 963-7523, and the appropriate authority (Dean, Director, etc.).**