

## Filming/Photographing in the Library Procedure

1. Complete a Request for Permission to Film/Photograph in the James E. Brooks Library form.
2. Submit the Request for Permission form to the office of the Dean of Library Services, Room 206.
3. Obtain approval from the Dean of Library Services, or designee. Approval must be obtained at least two (2) days prior to the activity.
4. On the day of filming/photographing, present a signed copy of the Request for Permission to Film/Photograph to the Circulation Supervisor or staff.
5. Adhere to the guidelines outlined in the Filming/Photographing in the Library Policy.
6. Return all areas used for filming/photographing to the order they were prior to the activity.

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), 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)