

The University of Iowa Libraries

Guidelines for Filming, Photography, and Video in Library Facilities

In keeping with the educational mission of the University, the Libraries may be used as a location site for student or faculty film and/or video projects. **Requests for permission to photograph, film, or videotape in the University Libraries should be submitted to the Libraries' Administration Office, or to the appropriate branch librarian.**

All filming must occur during University Libraries' regular operating hours.

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

- must be accomplished without interfering with the study, research, privacy, or safety needs of library users;
- must not interfere with the ability of library staff to function;
- must be done within the constraints of all University of Iowa policies, rules, or regulations
- must not hinder access to exits, stairways, corridors, doorways, and other library facilities; and
- may be restricted during midterms or near final examinations.

Camera dollies, smoke, and smoke effects, etc., are not allowed.

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 consent of any individual, including any library users or library staff, who will appear in or be the subject of the photography/videotaping/filming.

In general, access to staff offices and other non-public and staff-only areas is not permitted.

The Libraries reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates Libraries or University policies or regulations, or endangers the health and safety of participants, library users, and library staff.

Approved by Libraries' Executive Council: 4/5/07