****

 **UNIVERSITY LIBRARIES**

**Library Photography/Film Request for Student, Faculty and Administrative Projects**

Mason libraries may be used as a location for Mason student or faculty photographic or filming projects to support Mason course requirements or University administrative activities. Use of the Libraries’ facilities for such projects must occur during the specific Library’s regular operating hours, and is limited to the Library’s public areas. Individuals or groups filming or taking photographs in the Library should request permission from the Libraries at least two (2) business days prior to the activity. Approved forms can be picked up at the respective library service desk; person whose requests that are not approved will be contacted by email.

|  |  |  |
| --- | --- | --- |
| Your Name (Print Clearly) | Course Number | Today’s Date |
| Your Phone Number | Your Mason email |  Mason Student |  Mason Faculty/Staff |
| Proposed Project Date(s) and Time(s) |
| Briefly describe your project and the reason(s) for photography/filming in the Library: |
| Describe the Library locations you would like to use for this project: |
| Number of project team members: | Names of project team members: |
| LIBRARY PHOTOGRAPHY/FILMING AGREEMENTPlease read, sign, date, and return to Library Service Desk Personnel |
| Both I and my team members agree and will adhere to the following rules:* We will not interfere with the study, research and/or privacy needs of Library users and staff:
* **We will obtain prior consent of any individual, including any Library users or staff, who will appear in or be the subject of the photography/videotaping/filming. We understand that permission to film or take photographs in the Library does not override individual rights.**
* We will observe all University Libraries and/or University policies, rules, and regulations.
* We will not interrupt or adversely affect Library operations.
* We will neither disturb nor ask Library users and staff to move.
* We will not endanger the health and safety of participants, Library users or staff (including, but not limited to, hindering access to exits, stairways, corridors, doorways, and other library facilities).
* We are responsible for returning library facilities to the original condition found before filming started.
* We agree to pay for the repair of any damage that we cause.
* We acknowledge that permission to film or photograph can be revoked immediately if complaints are received.
 |
|  |
| Requester’s Signature | Date |
| Team Lead’s Signature (or designee) & NetID (print) | Date |
|  Please keep a copy of your approved request with you while you are in the Library to film or take photographs. |