

Library Filming and Photography Request

Name _____

Address _____

Phone _____

Email _____

Date and time of day you wish to film or photograph in the library (not available the week preceding midterms and the last two weeks of either the Fall or Spring semester)

Area of the Library that you wish to use

Faculty member or advisor contact for this project

Ithaca College Library

Filming and Photography in the Library

Terms of Use Contract

Before granting permission to film or photograph in the Ithaca College Library a library staff member must review and approve each submitted request. Submitting a request does not automatically gain permission for a "shoot." Requesters should present an outline or storyboard for each project.

The Library reserves the right to refuse any application for filming or photography.

The following activities are not permitted:

- Moving, re-arranging, defacing or otherwise damaging furniture or fixtures.
- Restricting any route of access or egress (blocking any aisle or walkway) in which you are filming.
- Creating noise or otherwise disturbing Library users.
- Filming in the Library outside of normal operating hours.
- Filming people without prior consent.

The Library expects students to obey all rules of the Ithaca College Library and those set forth in the Ithaca College Student Handbook. You are also responsible for your equipment, the actions of crew, etc. at all times.

I have read and agree to these terms.

Applicant's signature

Date_____

IC Library staff signature

Date_____

Please bring these forms to the Library administrative office for review and approval.

Date of interview/review:

Decision: