

Library Filming and Photography Request Form

*Submitting a request does not constitute permission to "shoot."
Each request must be submitted a few days in advance and requires written approval.
The Library reserves the right to deny any request for filming or photography.*

Instructions

1. Complete this two-page request form.
2. Attach an outline or storyboard for each project.
3. Bring your written request to Gannett 303 -- Library Administrative Office for review and approval Monday-Friday between 9 am – 5 pm.

If the office is temporarily unattended, please slip your forms under the door or set them on the counter. You will be contacted shortly, via email or phone, to follow up.

Name _____

Address _____

Phone _____ Email _____

Date and time you wish to film or photograph in the library (*No filming permitted during week of midterms, or the last two weeks of the 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

The following activities are prohibited:

- Creating noise or otherwise disturbing Library users.
- Moving, re-arranging, or damaging furniture or fixtures.
- Restricting or blocking any aisle or walkway.
- Entering staff workspace at service desks, offices, or cubicles.
- Filming in the Library outside of normal operating hours.
- Filming people without prior consent.
- Filming during midterms.
- Filming during final exams or the week before exams.

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 responsible for your equipment, and the actions of the crew at all times.

I have read and agree to these terms:

_____ Date ____/____/____

Applicant's signature

_____ Date ____/____/____

Library administrator's signature

Date of interview/review: ____/____/____

Decision: _____