

FILMING AND PHOTOGRAPHY BY GEORGIA STATE UNIVERSITY STUDENTS AND EMPLOYEES POLICY

The Georgia State University Library (“Library”) Conduct Policy prohibits “unauthorized surveys, photography, or audio/video recording within the Library buildings” and requires that such activities be pre-approved by library administration. The Library will review proposals for filming and photography within library facilities when these activities are related to coursework or projects from official Georgia State University (“GSU”) media outlets, departments, or programs. All student filming and photography must be conducted under the direction of a GSU faculty advisor and must be approved by the requesting GSU department and/or program. Filming/photography may be limited to times when classes are not in session or during off-peak times. Filming/photography is not permitted during periods of restricted access, including the week before and during final exams. The Library reserves the right to deny and/or restrict the scope of any filming/photography requests that may negatively impact the Library in carrying out its primary mission.

Filming and photography by non-GSU entities does not fall under this policy and is considered on a case-by-case basis in consultation with the GSU Office of Legal Affairs. Requests from local media or news organizations are directed to GSU Public Relations and Marketing Communications at 404-413-1351.

Restrictions:

- Requestor may not anchor, drill, permanently affix, or permanently modify any set dressing to any Library facilities.
- Requestor may not rearrange, modify, or move any Library furnishings, collections, or equipment without prior approval from Library personnel.
- Requestor shall not bring any food, drink, or liquids into Library areas that restrict these items.
- Requestor shall be responsible for the removal of any and all debris or trash.
- Filming and photography are prohibited on the 5th floor Silent Study Area and the 8th floor Special Collections and Archives (Atlanta Campus).
- Filming or photographing of security personnel is not permitted.
- Library patrons, employees, and services are not to be disturbed.
- If any disturbance is caused, a Library employee or security personnel may ask project participants to cease filming/photography.
- It is the responsibility of the filmmaker/photographer to provide the necessary consent forms to individuals who may appear in the project.
- Requestor must inform Library personnel working in the area that permission has been granted and show a copy of the approved permission form.
- Any unauthorized use of the Library, including but not limited to, the failure to strictly adhere to the approved project timeline will result in the loss of future

filming/photography privileges and may be reported to the approving College, Department, or Program.

[Proposals](#) must be received by the Library Administration Office at least 1 week in advance of the project start date.

Reviewed by GSU Office of Legal Affairs, 07/15/2016

Approved by Library Administrative Council, 07/29/2016

Revisions Approved by Library Administrative Council, 8/16/22