



## **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 5<sup>th</sup> floor Quiet Study Area and the 8<sup>th</sup> 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 signed 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 with required signatures must be received by the Library Administration Office (Library South 7<sup>th</sup> floor, Atlanta campus) during regular business hours, Monday – Friday, 8:30 am – 5:15 pm, at least 24 hours in advance.**

**FILMING AND PHOTOGRAPHY BY GEORGIA STATE UNIVERSITY STUDENTS AND EMPLOYEES  
PROPOSAL FORM**

Requestor's Name:

Department/Class/Affiliated Program:

Project Timeline

Date(s):

Time(s): Between the hours of [time] and [time]

Project Location(s):

[Be specific, including area, floor, and building. For example, interior and entrance way of the CURVE facility, Library South 2<sup>nd</sup> floor, Atlanta campus.]

Description of Project/Scene:

[Example: The scenes filmed will involve two characters following a person who has stolen a rare manuscript. The perpetrator leads them through a maze of book stacks trying to escape.]

List all set dressing and/or requested modifications needed for this project:

[Example: covering logos using removable tape; using existing furniture/equipment; running cables along floor; blacking out windows with removable tape; lighting requirements; etc.]

***Use of Library facilities is limited to the date, times, and locations listed above.***

**SIGNATURES**

Print name

Signature

\_\_\_\_\_

GSU student or employee responsible for project

\_\_\_\_\_

Date

Print Name

Title

Signature

\_\_\_\_\_

Departmental/Program Approval

\_\_\_\_\_

Date

**LIBRARY ADMINISTRATION APPROVAL**

\_\_\_\_\_

Dean or Dean's Designee

\_\_\_\_\_

Date

*Reviewed by GSU Office of Legal Affairs, 07/15/2016;  
Approved by Library Administrative Council, 07/29/2016*