

# Request to Photograph or Film in the University Library



Requester: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Please indicate one of the following)*

Sacramento State Student	Sacramento State Faculty or Staff
Class/Org. Name: _____ Instructor/ Org. Advisor:	Dept./Org. Name: _____ Dept./Org. Phone:

Non-Sacramento State  If so, name of your organization: \_\_\_\_\_

Org. Phone: \_\_\_\_\_

Name of project/reason you need to film in the library:

Describe library location(s) to be used:

Filming dates and times (please list all times/dates you plan to film):

Number of project team members involved in filming: \_\_\_\_\_

Equipment being used during filming:

Props being used during filming:

You will be required to provide a script or storyboard of your work prior to filming. Sacramento State students, faculty, and staff are required to use the attached release form to obtain consent form all subjects.

I agree that neither I nor members of my Project Team will disturb or interfere with library staff or users while we film or photograph. I acknowledge that permission to film or photograph within the library will be revoked if complaints are received.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
*(Library Administration Signature)*

The original signed form will remain with the requestor and a copy will be left with Library Administration and an electronic copy of this form will be sent to the following people:

Amy Kautzman [kautzman@csus.edu](mailto:kautzman@csus.edu)  
Rachael-Joy Davis [rachael-joy.davis@csus.edu](mailto:rachael-joy.davis@csus.edu)

Nicole Lawson [nicole.lawson@csus.edu](mailto:nicole.lawson@csus.edu)  
Joe Zhou [zhou@csus.edu](mailto:zhou@csus.edu)

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## Policy on Photography/Filming in the University Library

All requests to photograph or film in the library are directed to the Library Administration Office. Individuals or members of the media wanting to take still or moving photographs in the library must receive permission from a library administrator.

Request forms must be completed for each project. The completed request is submitted to Library Administration. A library administrator will meet with the requester prior to approving the request, and confirm the requester's willingness to work within limits set by the library:

- The Library Code of Conduct must be followed.
- Patrons must not be disturbed or asked to move.
- No close photography or filming of users without their express consent.
- Library operations must not be interrupted.
- Any props brought in must be removed immediately after filming.
- Any furniture moved during the project must be restored to its original location.

The approved request must be carried by members of the project while filming. If any disturbance is caused, any library employee, or CSO, may ask project participants to cease filming/photography immediately.

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