

****For Policy Office Use Only****

Date approved: 10/20/06

Policy ID: A0101

Status: Approved

Photographs & Filming in the Libraries

Contact Office: Libraries External Relations (305-284-3551)

Oversight Executive: University Librarian

Applies to: The University community and all external individuals and entities.

Reason for Policy: To clarify policies regarding photography and filming in the Libraries.

Definitions:

University of Miami Community - refers to University faculty, students, staff, and other authorized users.

University of Miami Libraries – refers to the Otto G. Richter Library, the Paul Buisson School of Architecture Reference Library, the Marta & Austin Weeks Music Library.

Policy Statement:

Requests to film or take photographs in the University of Miami Libraries will be considered when the purpose of the project relates directly to the Libraries' programs. The Office of the University Librarian reviews requests on a case by case basis to ensure that the proposed activity does not interfere with the study, research, privacy, and safety needs of the Libraries' users. Requests must be submitted in advance and permission must be granted before any filming or photography can take place. The Libraries reserve the right to deny requests.

Requests to film or take photographs for purposes unrelated to the Libraries' programs can not be accommodated.

Procedures: Requests to film or take photographs in the Libraries for commercial or news media purposes should be directed to the University's Office of Media Relations, 305-284-5500. http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2593-1;40416-2;27694-2,00.html

Contact the Libraries External Relations office for questions and more information (305-284-4039, or 305-284-3551).

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Related Information:

University Communications

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