

Filming/Photography Requests Procedure for Library Services

Purpose: This policy covers instances where an individual or group makes a request to photograph or film inside Hamilton or Sinclair library. It does not apply to situations where visitors are taking casual snapshots during the course of a visit.

Refer all requests to Library Administration – Associate University Librarian

Academy for Creative Media (ACM) students: refer students to appropriate interior release [forms](#)

Non-ACM students and non-profit non-affiliated individuals or groups:

Complete a Photo/Film Request Form (Appendix A). Library Administration will inform the requester that they must adhere to the Library Use and Conduct Policy. Visitors photographing or filming in the Library must not create disruption or block access to library spaces. Individuals should be photographed in such a way that they are not identifiable. If they can be identified, a release form is required. A general announcement to Library faculty and staff will be made to notify them of the dates and times of filming/photography.

For-profit individuals or groups: refer to [guidelines](#); contact Tracy Orillo-Donovan, UHM Broadcast Manager, 956-7520, tracyd@hawaii.edu

5/19/14

Appendix A
Photo/Film Request Form

Requestor Name/Institution: _____

Address: _____

Telephone: _____

Email: _____

Requested Date(s) of Photography/Filming: _____

Requested Time(s) of Photography/Filming: _____

Requested Location(s) of Photography/Filming: _____

Number of people at Photo/Film Shoot: _____

Purpose and use of photographs/videos: _____

Submit to: Associate University Librarian
University of Hawaii at Manoa Library
2550 McCarthy Mall
Honolulu, HI 96817
Email: library@hawaii.edu
Telephone: 808-956-7205 Fax: 808-956-5968

Please allow five working days to process the request. Incomplete forms cannot be considered. Your request will be reviewed and you will be notified in writing whether your request has been approved or disapproved. If permission is granted, photography or filming is restricted to the dates, times, and locations listed on the approved request. Photos and videos are to be used solely for non-commercial purposes. Requestors must comply with the Library Conduct and Use Policy (http://library.manoa.hawaii.edu/about/policies/library_use-conduct.html). Visitors photographing or filming in the Library must not move furniture, create disruption, or block access to library spaces. Individuals should be photographed in such a way that they are not identifiable. If they can be identified, a release form is required.

I understand and agree to comply with the above requirements.

Signature of Applicant

Date

APPROVED

DISAPPROVED

Associate University Librarian

Date