

## **BRIDWELL LIBRARY PUBLIC SPACE PHOTOGRAPY, VIDEOTAPING AND FILMING POLICY**

The purpose of this policy is to establish the terms and conditions under which Bridwell Library public spaces may be used for photography, filming and videotaping.

### **Non-commercial photography, videotaping and filming by patrons and visitors:**

- Patrons and visitors are permitted to take photographs, videotape and film for personal, non-commercial use with hand-held cameras in the Bridwell Library entry hall, Gill Room, Benefactors Room and The Elizabeth Perkins Prothro Galleries.
- Flash photography and use of video lights are prohibited within the Bridwell Library entry hall, Gill Room, Benefactors Room and The Elizabeth Perkins Prothro Galleries.
- Taking photographs, videotaping and filming in the main floor Reading Rooms and basement floor public areas are prohibited.
- Use of large cameras and ancillary equipment such as lighting, tripods, cables, etc. is prohibited.
- Taking photographs, videotaping and filming of patrons, visitors and library staff without their permission are prohibited.
- In all instances, Bridwell Library reserves the right to cease photography, videotaping and filming if it results in the disruption of the library environment.
- Bridwell Library reserves the right to deny requests or revoke permission for photography, videotaping and filming of any Bridwell exhibit materials or borrowed exhibit materials because of donor restrictions, copyright restrictions, physical condition of the materials or any other reason.

### **Commercial or news-related photography, videotaping and filming:**

- No photographs, videos, films, multimedia or images of any kind, including, but not limited to, the library, exhibits and property therein, are allowed to be taken for commercial use without the express written permission of the SMU Office of Public Affairs/Integrated Marketing and the director of Bridwell Library.
- No photographs, videos, films, multimedia or images of any kind, including, but not limited to, the library, exhibits and property therein, are allowed to be taken for news-related use of any kind without the express written permission of the SMU Office of Public Affairs/News and Media Relations and the director of Bridwell Library.
- Bridwell Library reserves the right to deny requests or revoke permission for photography, videotaping and filming of any Bridwell exhibit materials or borrowed exhibit materials because of donor restrictions, copyright restrictions, physical condition of the materials or any other reason.
- Written consent of patrons, visitors and library staff whose likenesses will be used in publications or promotional materials is required.

### **SMU Media photography, videotaping and filming:**

- Before taking photographs, videotaping and filming in the Bridwell Library entry hall, Gill Room, Benefactors Room and The Elizabeth Perkins Prothro Galleries SMU media personnel must check in with either the access services manager, director of facilities and exhibition designer, or the director of Bridwell Library and present their credentials.
- Written consent of patrons, visitors and library staff whose likenesses will be used in publications or promotional materials is required.
- Bridwell Library reserves the right to deny requests or revoke permission for photography, videotaping and filming of any Bridwell exhibit materials or borrowed exhibit materials because of donor restrictions, copyright restrictions, physical condition of the materials or any other reason.
- Taking photographs, videotaping and filming in the main floor Reading Rooms and basement floor public areas requires a minimum 24-hour notice and must be approved by the director of Bridwell Library.
- The use of large cameras and ancillary equipment such as lighting, tripods, cables, etc. require a minimum 24-hour notice and must be approved by the director of Bridwell Library.
- In all instances, Bridwell Library reserves the right to cease photography, videotaping and filming if it results in the disruption of the library environment.

### **Special Event photography, videotaping and filming:**

- Sponsoring organizations may photograph, videotape and film in the space(s) where a special event is held.
- Representatives of the sponsoring organization are responsible for obtaining written consent of patrons, visitors and library staff whose likenesses will be used in publications or promotional materials.
- Taking photographs, videotaping and filming outside the space(s) where a special event is held requires a minimum 24-hour notice and must be approved by the director of Bridwell Library.
- The use of large cameras and ancillary equipment such as lighting, tripods, cables, etc. require a minimum 24-hour notice and must be approved by the director of Bridwell Library.
- In all instances, Bridwell Library reserves the right to cease photography, videotaping and filming if it results in the disruption of the library environment.