

## **Photographing or Filming within Units of the University Library**

1. All people wishing to photograph or film within any of the units of the University Library should first seek permission from one of the following officers: Central Services Manager, Library Administration Manager or the appropriate branch librarian.
2. Individuals or groups filming or photographing the interior of the building need to be sensitive to the needs of users and appreciate that one of the Library's prime responsibilities is to preserve a quality study environment so noise and distraction should be kept to an absolute minimum.
3. No photographs in public areas shall be taken using flashes during the Library's hours of opening save for those specifically approved by the officers mentioned under 1 (above).
4. In general images whether photographic, video or film should only show people in the middle distance or in the further distance rather than in the foreground.
5. Photographs should not include persons (users or staff) in the foreground save with the prior permission of the subject(s). This is particularly so with images which would show people's faces either full front or in profile.
6. While photography including works of arts and exhibits, as part of a general view is permissible, the close photography of displayed works and exhibits, including the systematic recording of a whole exhibition or substantial part of one will require Library permission. This may be withheld for copyright or preservation reasons, or because of the disturbance to others that would be created.

[HHPA has confirmed that they have no issues relating to copyright with people taking photographs of the ISB.]