

ECU Library + Learning Commons

Guidelines for Filming in the Library

Instructions

1. **Read and sign** this document to confirm that **you accept and understand** the guidelines
2. **Submit to the library** at the service desk **in person** or by **emailing** library@ecuad.ca
3. **Approval** will be processed as soon as possible. You will be **notified by email**

Objective

The ECU Library + Learning Commons strives to be a safe, welcoming and accessible space that inspires creativity, encourages curiosity, and promotes learning for students, faculty, staff and the general public. We recognize that there is a demand by students for spaces around the building that are suitable for filming projects. These guidelines aim to **keep filming in the library as safe and non-disruptive as possible for everyone involved, including other library users and library staff.**

Guidelines for filming in the Library

1. Must occur during University Libraries' regular operating hours;
2. In general, access to staff offices and other non-public and staff-only areas is not permitted;
3. Must not interfere with the study, research, privacy, or safety needs of library users;
4. Must not interfere with the ability of library staff to function;
5. Must be done within the constraints of all Emily Carr University policies, rules, or regulations;
6. Must not hinder access to exits, stairways, corridors, doorways, and other library facilities;
7. All electrical cords and cables must be taped down;
8. **Safety First!** Productions deemed unsafe will NOT be permitted
9. Cannot involve the use of smoke, and smoke effects, etc.;
10. Must return library facilities to the original condition found before filming started. Library staff will not be responsible for moving furniture, setting up film shots, or assisting with the film setup or take down;
11. Must bear of the cost for the repair of any damage incurred;
12. Persons who could be photographed or recorded should be informed when such activity is imminent. Any individual may decline being photographed or recorded and is not required to be subject to photography or recording. The filmmaker/photographer is encouraged to obtain the prior written consent of any individual, including any library users or library staff, who will appear in or be the subject of the photography/videotaping/filming;

13. All production equipment, crew, and cast **MUST** be out of the library at the scheduled time, no later than 30 minutes before closing;
14. The library reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates Libraries or University policies or regulations, or endangers the health and safety of participants, library users, or library staff.

Sign here to confirm that you accept and understand the guidelines.

_____	_____	_____
Filmmaker Name	Filmmaker Signature	Date
_____	_____	_____
Library Staff Name	Library Staff Signature	Date
_____	_____	(Optional if filming is related to curriculum)
Course number	Course Instructor	