



## Request to Photograph or Film in the North LRC

### Library or Learning Commons

(For Course Assignments Only)

**Select Location:**

North 4<sup>th</sup> floor Library

North 3<sup>rd</sup> floor Learning Commons

**Who is Initiating this request:**

Student Name	
Humber Username	
Phone Number	
Email	
School	
Course	
Faculty Name	

**Purpose of the project and a description of the scenes you wish to photograph/film:**

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**Specific location within the North LRC Library or Learning Commons space**

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**Dates and Times Requested (please list all dates and times you hope to film or take photos and how long you expect to be in the space(s))**

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**Names of other students involved in the assignment. Please indicate if they will be participating in the shoot.**

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How much equipment will you be bringing (e.g. lights, cameras – number and size)?

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How much noise is the project expected to generate? (e.g. loud, medium, quiet)

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### Guidelines

Photographers and film makers within the North LRC Library or Learning Commons spaces must:

1. Not interfere with the study, research, privacy or safety of users.
2. Not film or photograph users without their consent.
3. Not film in silent study spaces.
4. Not hinder access to exits, stairways or corridors.
5. Not ask any user to move.
6. Minimize any re-arrangement of furniture or materials and return all to the original locations.
7. Avoid scheduling filming or photography during peak periods of study activity especially during mid-term and final exams. Early morning, evening and weekends are the preferred times for filming or photography projects.
8. Remember that library staff members are not be photographed when working.
9. After-hours access to the North Library requires the presence of a security guard. The Office of Public Safety coordinates the provision of a security guard and collects payment for this service.

### Right to Terminate

The Library reserves the right to terminate any still photography or filming that causes disturbance, violates college policies or regulations or endangers the health and safety of participants, users and staff.

Requestor's signature \_\_\_\_\_

Date: \_\_\_\_\_

Approved by:  
(Library manager signature) \_\_\_\_\_

Date: \_\_\_\_\_