



Photographing or Filming within the University Library

Category or Type	Guidelines
Originally approved by, date	University Librarian, 22 April 2002
Date Policy took effect	22 April 2002
Last approved revision	04 February 2019
Sponsor	Associate University Librarian – Central Services
Responsible Officer	Client Services Manager
Review date	31 January 2022

Purpose

To identify limits to the photographing or filming of Library users and Library facilities

Organisational Scope

University Library system, excluding Hocken Collections and Special Collections.

Content

- All people wishing to photograph or film within any units of the University Library system should first seek permission from either the Client Services Manager or the Associate University Librarian – Central Services
- Individuals or groups filming or photographing the interior of the Library 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 must be kept to an absolute minimum
- No photographs in public areas shall be taken using flashes during the Library's hours of opening save for those specifically approved by the Client Services Manager or the Associate University Librarian – Central Services
- 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
- 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
- The close photography of displayed works and exhibits, including the systematic recording of a whole exhibition or substantial part of one will require Library approval and is subject to copyright permission

Related Policies, Procedures and Forms

The following are available from the Library website policy page [here](#)

Use of Library Facilities as a Communications Channel

Food, Drink & General Conduct Guidelines

Hocken Visitor Photography in the Hocken Gallery Policy

Contact for further information about this Policy

Client Services Manager