

## FILMING IN THE LIBRARY

Please complete this form and email to [library@brunel.ac.uk](mailto:library@brunel.ac.uk) with your request for filming

<b>NAME:</b>
<b>DATE:</b>
<b>EMAIL ADDRESS:</b>
<b>NAME OF TUTOR:</b>
<b>EMAIL ADDRESS FOR TUTOR:</b>
<b>Time and duration of filming:</b>
<b>Location within the library:</b>
<b>What is the nature of the filming / type of filming?</b>
<b>Why is the filming taking place?</b>
<b>What will the filming be about?</b>
<b>What and who will be filmed?</b>

<b>Where/when will the footage be shown or used in the future?</b>
<b>How many will form the film crew?</b> (i.e. just one person carrying round a handheld camera or several people)
<b>What equipment will be used?</b> (hand-held camera, tripod, etc)
<b>Will there be any 'actors'?</b> (if yes - will they be in character / in any sort of costume)
<b>Will any props be used for the filming?</b> (if yes please specify)
<b>Has/will written permission been sought from those being filmed?</b>
<b>Health &amp; Safety issues:</b> Please identify who the responsible person will be and confirm that he/she will be present whilst filming is taking place.
Will the filming cause any obstruction to public spaces, access to shelves and study areas?
<b>Any other information:</b>

Please refer the University's film and photography policy: <http://www.brunel.ac.uk/about/administration/infoaccess/dataprot/policies> to ensure that you comply in terms of giving those people not wishing to appear in a photo or film the opportunity to avoid the area while that activity is taking place.