

FILMING IN THE LIBRARY

Please complete this form and email to library@brunel.ac.uk with your request for filming

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

Where/when will the footage be shown or used in the future?
How many will form the film crew? (i.e. just one person carrying round a handheld camera or several people)
What equipment will be used? (hand-held camera, tripod, etc)
Will there be any 'actors'? (if yes - will they be in character / in any sort of costume)
Will any props be used for the filming? (if yes please specify)
Has/will written permission been sought from those being filmed?
Health & Safety issues: 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?
Any other information:

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.