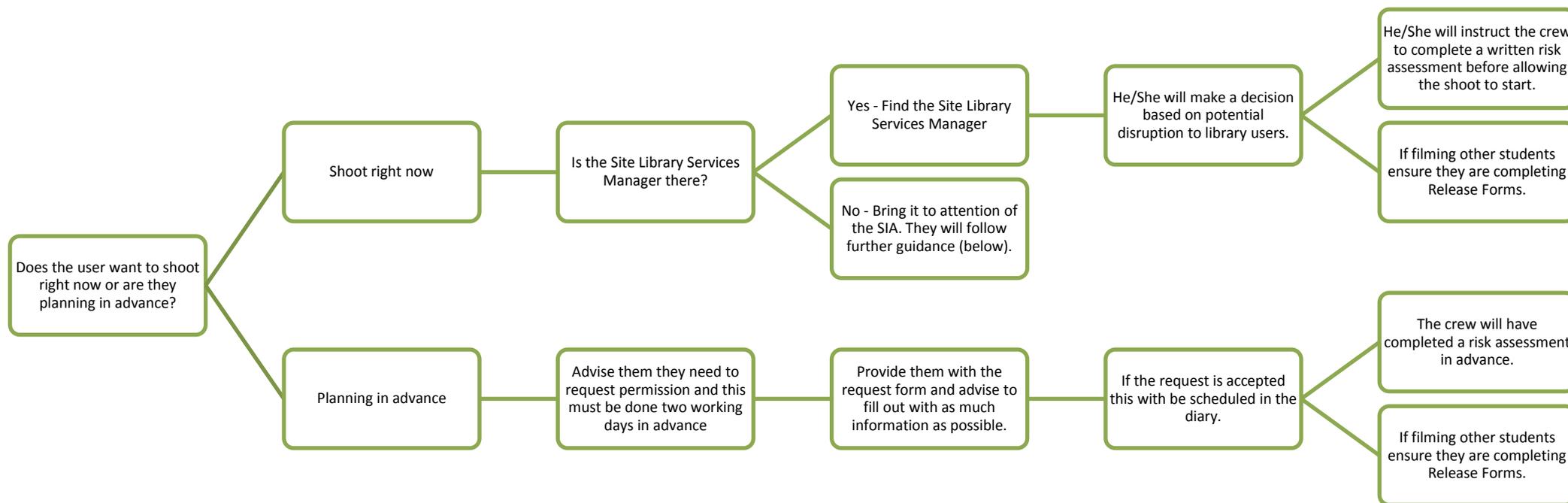


Request to film or photograph in all library sites: guidance for library staff

Often a crew can turn up without any notice to take pictures, film or recce the area for an upcoming shoot. These guidelines should follow most situations with easy to follow instructions.



Further guidance and notes for on the spot decisions and applications

Things to ask students or take into account when making a decision whether you will grant permission to allow filming:

- **How large is the crew?** Two is small and not overly intrusive. Five or more is verging on being quite large once you take into account their noise levels, equipment being used, length of shoot.
- **How long do they want to shoot for?** Ten minutes or less is perfect, short and swift. Thirty minutes could mean prolonged disruption to an area and library users.
- **Where do they want to shoot?** Take a look around for the nearest fire exit, is this going to obstruct it? If so, this is a definite no. Often people want to film or shoot on the main stairwell, if the library is extremely quiet and it is at the beginning of the day, this is possible. If there is a consistent flow of students entering / exiting the library by this stairwell, then it is encouraged to shoot at a different time. Avoid the silent study areas wherever possible.
- **Has the crew prepared a risk assessment?** This is standard practice. Potential hazards should be identified, consideration for who could be harmed, and solutions to minimise these risks. Without this, accidents are more likely to happen. Whether a shoot is planned in advance, or ad hoc, a risk assessment is essential. If the risks can be minimised by crew taking ownership for risks and implementing solutions, then the shoot in theory should be problem free. If not, then you can show care, attention, and planning took place however an unfortunate accident may have occurred.
- **Is the shoot being managed by a commercial organisation?** If so, then please contact the Corporate Marketing Manager with the details of the organisation and individuals and inform the crew it cannot take place.

Shoots permitted to go ahead

If the decision is made to allow a shoot to take place, please make sure you complete the following:

- Put up the location warning notice found at the end of this document. Put one on the front doors to the library and one on a standing notice board before the stairs. Individuals not wishing to be included can avoid the area.
- Take a copy of the written risk assessment and email to the Site Library Services Manager, noting the start time and finish time of the shoot.

LOCATION WARNING NOTICE

FILMING/ PHOTOGRAPHY TAKING PLACE HERE

Please be advised that filming and/or photography will be taking place here during this event.

If you do not wish to appear in any images captured, please tell us so that we can take appropriate steps to ensure you are not included.

The photographs/film may be used to promote the University, both within the UK and internationally, across all print and digital platforms.

**UNIVERSITY OF
WESTMINSTER** 