

<b>Policy Title</b>	<b>LLT Photography and filming Policy</b>
Responsible University Office	LLT Dean
Policy Owner	LLT Dean’s office
Pertinent Dates	Origination Date: June, 15, 2011 Last Amended Date: March 2021 Next Review Date: March 2022

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## I. SCOPE OF POLICY

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This policy is designed to accommodate requests to the greatest extent possible while ensuring an appropriate work environment for the LLT patrons and staff.

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## II. DEFINITIONS

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List related university policy documents or cross-references and where they can be located.

Campus Filming & Photography Policy

<https://documents.aucegypt.edu/Docs/Policies/Campus%20Filming%20and%20Photography%20Policy-template.pdf>

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## III. POLICY STATEMENT

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Libraries & Learning Technologies (LLT) is occasionally asked to permit non-LLT personnel to make still or motion pictures (e.g. digital, film or video) within the LLT. While we would like to accommodate these requests, we can only permit such activity as long as it complies with the [“Photography and Filming” University policy](#) and does not disrupt the work of our staff and our patrons. To that end, all requests must comply with certain requirements for consideration.

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## IV. RESPONSIBILITIES

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Approved by: LLT Communications Committee, LLT School Council and LLT Dean.

Managed by: Dean’s office

Policy applies to: AUC community: staff, students and faculty, alumni, external users and the wider community.

## V. POLICY STANDARDS AND PROCEDURES

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1. **All requests to make still and/or motion pictures anywhere within the university must first obtain written permission from the Office of Marketing Communication and Public Affairs.** This permission will specify the location and length of time of the permission.
2. **Any requests for filming or photographing within the LLT must first be cleared and scheduled through the LLT Dean's office** (8:00 a.m.-4:00 p.m. Sun.-Thursday). Permission will be granted if the activity will not disrupt the work of LLT staff and patrons. The use or re-use of the filming or photography output must not violate any other policies of the University.
3. If the **requestor is a non-AUC group or individual**, then the request should come from the Office of Marketing Communication and Public Affairs, media unit and the requestor must be accompanied by a representative of the Office of Marketing Communication and Public Affairs for the duration of the work being done in the LLT.
4. If the **requestor is an AUC affiliate**, (Faculty, Staff or Student), they may make their request for clearance and scheduling directly to the LLT Dean's office, and an LLT employee must accompany them for the duration of the work. Scheduling will be based on the availability of LLT staff to accompany the requestor.
5. No facility use agreement/confirmation form or fees are required for the incidental filming or photography by AUC students, faculty or staff creating work to be used for non-commercial, educational or administrative purposes provided such incidental filming or photography can be accomplished unobtrusively without interrupting campus programs, classes or activities and will not require any campus services. In addition, no forms or fees are required for the incidental, unobtrusive, non-commercial filming and photography by visitors or tourists to campus. Any such filming or photography may not be used for commercial purposes at any time without the express written permission of the University.
6. The privacy of LLT personnel and patrons must be respected. Personnel and patrons should not be used in photographs or films without prior expressed consent of the individual. If an individual asks **not** be included in any photo or video, his or her wishes must be respected.
7. Rare materials will need special permission from the collection curator.

## VI. FORMS/INSTRUCTIONS (if applicable)

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List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

List related university policy documents or cross-references and where they can be located.  
Campus Filming & Photography Policy

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**Add link to form “Request for permission to film /photograph in LLT”**

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## VII. APPENDICES (if applicable)

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Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

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## VIII. CONTACT INFORMATION

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Responsible University Official: Assistant Dean

Responsible University Office: LLT Dean’s office

If you have any questions on the policy or procedure for the *photography-filming* policy, please send an e-mail to [llt@aucegypt.edu](mailto:llt@aucegypt.edu), or [Dean.LLT@aucegypt.edu](mailto:Dean.LLT@aucegypt.edu).

## Request for permission to film /photograph in LLT

Name: \_\_\_\_\_ AUC ID # \_\_\_\_\_

Phone # \_\_\_\_\_

Brief description of filming project:

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Proposed Filming date and time: \_\_\_\_\_

Proposed LLT filming location: \_\_\_\_\_

If this is a class project:      Class name \_\_\_\_\_

Instructor \_\_\_\_\_

### General guidelines for persons filming/photographing in the LLT

- Any activity that interferes with the normal activity of LLT personnel or patrons is not permitted.
- Any activity that could create conditions hazardous to the facility, its users, or its materials is not permitted.
- The privacy of LLT personnel and patrons must be respected. Personnel and patrons should not be used in photographs or films without prior expressed consent of the individual. If an individual asks to **not** be included in any photo or video, his or her wishes must be respected.

I agree to abide by the filming/photography guidelines listed above.

Signed: \_\_\_\_\_

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Approved by: \_\_\_\_\_

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