

FILMING IN THE OVIATT LIBRARY

Special permission may be granted to students of CSUN who wish to film or take photos in the Library to fulfill course-related assignments.

- Filming may be performed only in the designated areas as approved.
- Filming is not permitted in faculty offices, staff areas, or service desks.
- Filming must not disturb Library users or staff members, interfere with normal Library operations, or disrupt delivery of Library services.
- Photographers must provide their own subjects or obtain consent of anyone who is photographed.
- Filming should be planned during off-peak hours. For example, Fridays 8am-5pm, Saturdays 12am-5pm, Sundays 12pm-8pm

INSTRUCTIONS FOR STUDENTS

Students must complete and sign the Student Film Request Form.

The completed form must be submitted for approval to Library Administration at least **2 days** in advance for review. The Office of Library Administration is Room #373 and located on the 3rd Floor of the West Wing.

Students will be contacted by email with a response.

STUDENT FILM REQUEST FORM

Name _____ Student ID _____
Email _____ Phone No _____
Course ID _____ Course Name _____
Professor _____

Film Date _____
Start Time _____ End Time _____

Number of People _____

Names of Cast:

Names of crew :

Location in the Library :

Brief Description of Scene:

Equipment Used :

Signature of Requestor _____ Date _____

AUTHORIZATION BY LIBRARY ADMINISTRATION

Logistical Services Supervisor _____ *Date* _____

Associate Dean of the Library _____ *Date* _____