Request to film/photograph in College Library

Date of request:

Name, phone number and email address of person making the request:

Affiliation (UW student, faculty, staff; news agency; freelance journalist):

Purpose of the project (course work, news story, professional production):

If for a course,

department and course number:

professor’s name:

Names of those taking part in the filming project (actors, technicians):

Proposed dates and times of filming:

Equipment being used:

If dialog, music or other sound effects will be used, describe:

NOTE: The privacy of patrons must not be violated. Photographers/filmers must receive permission to photograph/film library users and library staff prior to capturing their image.

Approved by: _____________________________

Date: ______________

Have this signed form with you when you arrive to film.