

Guidelines on Photography & Video/Film Shooting in HKBU Library (For students)¹

1. Introduction

All requests for photography and video/film shooting must be approved in advance by the University Library according to the guidelines and procedures below. Photography and video/film shooting by external organizations or parties should contact the Communication and Public Relations Office (CPRO) according to the University Regulation stated at <http://cpro.hkbu.edu.hk/guides/on-campus%20filming%20guideline.pdf>. The following guidelines apply to all Hong Kong Baptist University Library facilities, including Au Shue Hung Memorial Library (Main Library), Dr. Stephen Riady Chinese Medicine Library (CML) and Shek Mun Campus Library (SMCL).

2. Guidelines

- 2.1 Approved photography and video/film shooting activities should be conducted during non-peak hours, that is, preferably between 9:00 a.m. and 1:00 p.m., Monday to Saturday.
- 2.2 Only simple, portable, hand-held, battery-operated equipment such as cameras, camcorders, tripod, etc. is allowed. Bulky equipment such as mounting the camera on a dolly along tracks or on a crane is restricted in the Library. Use of photographic and video/film shooting equipment within the library SHOULD:
 - 2.2.1 Not interfere with the study/research activities, privacy, and/or safety of Library users;
 - 2.2.2 Not generally be allowed in staff work areas, quiet study areas such as 5/F to 7/F study areas of the Main Library, washrooms, staircases, lifts, corridors, etc.;
 - 2.2.3 Not hinder access to entrance, exits, stairways, corridors, doorways, etc.;
 - 2.2.4 Comply with the pertinent ordinances and/or regulations of the HKSAR Government, the University and the Library;
 - 2.2.5 Be avoided during mid-terms, near or during final examinations.
- 2.3 Re-arrangement of furniture or Library materials should be avoided. Permission should be sought from the Library before any attempt of moving things around. Any used furniture should be returned to its original location while used Library materials should be placed in designated locations for re-shelving.
- 2.4 Keep in mind that Library staff cannot be filmed or photographed without prior permission.
- 2.5 If any facilities/ materials are found dirty or damaged, the cleaning or replacement costs will be borne by the applicants.

¹ For inquiries/requests from faculty and staff, users can contact the Library directly at 3411-5353 or via email at libref@hkbu.edu.hk. For inquiries/requests from non-HKBU members, they can contact Communication and Public Relation Office of the University at 3411-7960 during the service hours.

2.6 Film crew may include up to two non-HKBU visitors aged 18 or above who must be accompanied by the applicants at all time in the Library. Applicants should provide their full names and contact phone numbers in the application form. *(Non-HKBU visitors should present his/her photo ID card to the duty staff in the Library upon request.)*

3. **Procedures**

HKBU students wishing to take photos or shoot a video/film within the Library must:

- 3.1 Complete the form of Request for Photography & Video/Film Shooting in HKBU Library;
- 3.2 Submit the completed form to the Information Desk of the Main Library **at least one week prior to the requested time**. (Completed forms for photography and video/film shooting requests in CML and SMCL should be submitted to the branch libraries respectively for processing and approval.) Late application will not be considered;
- 3.3 Collect a copy of the approved request form from the Information Desk of the Main Library (or the branch libraries as appropriate) upon notification;
- 3.4 Inform the duty staff at the Information Desk of the Main Library (or the branch libraries as appropriate) with the approved request form and present University ID cards (photo ID cards for non-HKBU visitors) at the requested time;
- 3.5 Present the approved request form to Library staff upon request at any time in which photography or video/film shooting is taking place;
- 3.6 Obtain the prior consent from any individual who will be the subject to be photographed/videotaped/filmed.

4. **Right to Terminate**

The Library reserves the right to terminate any photography and video/film shooting activity that causes any undue disturbance, violates Library or University policies/regulations, or endangers the health and/or safety of Library users and/or Library staff. The Library also reserves the right to terminate such kind of activity without prior application at the discretion of the Duty Librarian based on the actual circumstances.

5. **Contact**

For further inquiries, please contact the Information Desk at 3411-7363 or via email at libref@hkbu.edu.hk.

Hong Kong Baptist University Library Request for Photography & Video/Film Shooting in HKBU Library

Applicant's Name:	Student ID No.:
Department/Program:	Email:
Phone No.:	
Course number/name:	Course instructor:
Requested Date:	Time: _____ to _____
Area of Photography or Video/Film Shooting:	
Please provide a brief description of your project: <i>(Please provide the information on a separate sheet if necessary.)</i>	
Please provide the name(s) and student ID. No. of the film crew / actors / participants / non-HKBU visitors: <i>(Please provide the information on a separate sheet if necessary.)</i>	

By signing this request, I hereby acknowledge/agree:

- (a) That photography or video/film shooting activity is needed to support my academic projects;
- (b) That the law may require me to receive the consent of every person photographed/videotaped/filmed and that failure to receive such consent may result in litigation against me, and that I am solely responsible for acquiring the consent of each person photographed/videotaped/filmed;
- (c) That I am solely responsible for the content of the photographs/videotapes/films and how they are used;
- (d) That I am not using the photographs/videotapes/films for any non-academic/educational purposes;
- (e) That I will submit a copy of photographs, videos or films upon Library's request;
- (f) That I have read the **"Guidelines on Photography & Video/Film Shooting in HKBU Library,"** and that I abide by the guidelines and procedures in addition to the Library Regulation.

Applicant's Signature: _____ Department / Office (Chop): _____

Signature of Course Instructor: _____ Date: _____

***** For Library Use *****

Approved Not Approved

Authorized by: _____ Signature: _____
(Please Print Name)

Date: _____