



Filming and Photography Policy

Anyone wishing to film or take photographs within the Library needs to seek permission from the Library Staff.

Filming/photography activities should not impact on silent study or cause any disruption to others using the Library. The Library will try to accommodate requests wherever possible, although some requests may be refused or modified to meet the needs of all users.

Times

Filming/photography should take place during fully staffed opening hours 9.00 – 17:00 hours on weekdays.

Locations

Filming/photography should not block any fire exits. This requirement is for health and safety reasons since stairwells and fire exits must be kept clear at all times in the event of an emergency evacuation.

Crews

Crews may come in ahead of time to quietly to determine the area and plan their shoot. If the filming/photography involves a lot of equipment, a risk assessment should be carried out by the person/people undertaking the work and the member of staff in charge of Health and Safety will check that the set-up is safe (e.g. no trailing wires or obvious H&S concerns).

Library Property

Film crews must respect Library property, and not move, rearrange or remove any materials, furniture, equipment etc. without consultation and permission to do so.

Please provide the following information:

- Date and time of the proposed shoot
- Exact location of the proposed shoot within the Library
- Number of people involved
- Nature of the shoot - if anyone is to be captured in the film/photograph, the filmmaker/photographer needs to obtain written consent from those persons in advance of the shoot.
- Reason for the shoot

Approval

Filming and photography requests can be considered and approved by contacting:

Mr Simon Sykes (Vice Principal operations) ypo@tyndalehouse.com Tel. 01223 566604

Please note that the Library does not commit to organising or arranging filming or photography, it simply acts as a venue for it to take place in.

Photography of library materials using a digital or SLR-lens camera, is permitted only under the following conditions and at the discretion of the Librarian:

- You must read and sign a copyright declaration form.
- You must **NOT** use flash photography.
- Items to be photographed must be handled with due care, using foam supports and weights as necessary, and avoiding any unnecessary stress to the item, such as bending book spines or removing file fastenings, etc.
- Photography may only be carried out in the area designated by the Librarian.
- Photography may only be carried out on condition that it does not disturb other readers. In circumstances where this is likely to be the case an appointment may have to be made to photograph items at another time.
- You may only take **10% of any image or map** owned by Tyndale House in total.

Scanners, camcorders, digital camcorders and mobile phone cameras are not permitted.

If you wish to publish images, please speak to the Librarian. A fee may be applicable for the commercial use of images taken at Tyndale House, the amount being dependent on the nature of the publication and the intended print run.