

Request to Photograph/Film

James & Abigail Campbell Library, University of Hawai'i – West O'ahu

Submit this completed and signed form to uhwolib@hawaii.edu or mail to: University of Hawai'i – West O'ahu Library 91-1001 Farrington Highway Kapolei, HI 96707. Please allow a minimum of one week from receipt of completed form for an official reply. If you have questions, call (808) 689-2703.

Name: _____ Email: _____

Phone: _____ Address: _____

Affiliation (check one) Student Faculty/Staff Community Member

Organization OR Course and Instructor Name: _____

Proposed date(s) and time(s) of photography/filming: _____

Briefly describe the purpose and content, including the number of people involved and area(s) of the library that the photography/filming will take place. Attach any additional documents in support of the proposal.

PLEASE READ BEFORE SIGNING

- I have read and understand the University of Hawai'i- West O'ahu Library Photography/Filming policy.
- I understand that the UHWO Library bears no responsibility for loss or damage to equipment at any time while in the library.

Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Received by: _____ Date: _____

- Approved as submitted
- Conditional approval per changes as requested
- Not approved

Library Director: _____ Date: _____

Date notified: _____