

FILMING AND PHOTOGRAPHY POLICY

PURPOSE

The mission of the James and Abigail Campbell Library at the University of Hawai'i - West O'ahu (UHWO) is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

We try to ensure that visiting the Library is a productive and pleasant experience for Library users. Visitors to the campus or the Library are welcome to take a few snapshots for their personal use without formal authorization from the Library Director, providing Library staff and users are not inconvenienced in any way. All other photography, video, or filming requests must be approved by the Library Director at least one week prior to shooting, in accordance with the guidelines and procedures below.

Any commercial filming (including still photographers and video production companies photographing/taping for cable shows, commercials, and documentaries) must be approved by the UHWO Communications Department (808-689-2603) or uhwocomm@hawaii.edu. UH West O'ahu requests that media notify the Communications Department if filming on campus. Media is permitted to film/shoot/conduct interviews in the library following consent by the Communications Department as long as they do not disrupt library users or staff.

For requests to film or photograph in the 'Ulu'ulu Exhibition Area, please contact the archive directly at uluulu@hawaii.edu.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Library for all users:

- [James and Abigail Campbell Library's Acceptable Use Policy](#)
- [Guidelines for Filming and Photography at the University of Hawai'i](#)

GUIDELINES

The use of photographic, videotape, or film equipment within the Library:

- Must not interfere with the normal business of the Library or with the study, research, and safety needs of Library users.
- Must take place in public areas during posted open hours, unless otherwise approved by the Library Director or the UHWO Communications Office
- Must refrain from filming or photographing Library users and staff without their awareness or permission. The Library undertakes no responsibility for obtaining necessary releases or permissions.
- May not hinder access to exits, stairways, corridors, doorways, and other Library facilities.
- May be restricted during midterms or near final examinations.
- Must not violate any UHWO campus policies, rules, or regulations.

Those wishing to make extensive use of photographic, video, or film equipment, use lights or tripods, or shift (or otherwise make use of) Library materials or furniture, must also:

- Schedule the project during a period of low Library usage.
- Be completed at least 30 minutes prior to the posted closing time.
- Obtain copyright permission for the filming of any copyrighted material, including artwork housed in the building.
- Minimize disturbance to Library staff and users.
- Minimize re-arrangement of furniture or Library materials, returning any furniture used to its original location and placing Library materials in designated locations for re-shelving.

PROCEDURES

Individuals or groups wishing to photograph, videotape, or film within the Library must:

1. Complete the [Request to Photograph/Film](#) form. This form is available on our website or at the Reference Desk.
2. Submit the completed request form for review by email, mail, or at the Reference Desk at least one week in advance.
3. Receive a copy of the approved and signed request form.
4. Be prepared to present the approved request form to Library staff upon request at any time in which photography/videotaping/filming is taking place.
5. Obtain the prior consent of any individual who is to be the subject of the photography/videotaping/filming. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed a violation of this policy.

POLICY VIOLATIONS

The UH West Oahu Library reserves the right to terminate any photography, videotaping, or filming that causes an undue disturbance, violates Library or University policies or regulations, or endangers the health and safety of participants, Library patrons, or Library staff.

REVISED: MAY 14, 2019