



Filming and Photography in the LSU Law Library

The purpose of this policy is to help maintain an appropriate environment for study and research within the LSU Law Library.

LSU Law Students, Faculty, and Staff

Filming and photography in the LSU Law Library is permitted with prior approval from the Law Library Administration. Approval will be granted to law students, faculty, and staff who wish to film in the library for LSU Law Center-related activities.

Students, faculty, and staff filming in the Law Library is subject to the following:

- Filming/photography may be performed only in designated areas as approved.
- Filming/photography is generally not permitted in designated quiet areas.
- Filming/photography must not exceedingly disturb Library patrons or staff members, or interfere with normal library operations.
- Artificial lighting must be kept to a minimum
- Photographers must provide their own subjects or obtain the consent of anyone who is photographed.
- Filming/photography should ideally take place during off-peak hours (before 8:00 a.m.; after 6:00 p.m.).

Any exceptions must be approved by the Library Director and/or the Associate Director for Public Services.

Instructions for LSU Law Center-related requests

Requesters must complete and submit the **Filming Request Form** to the Law Library Reference Desk for approval at least 2 business days prior to the filming date. Prior to filming, requesters must also submit a signed **Release Form** for the project.

Non-LSU Law Center Requests

Requests for filming and photography in the Law Library by or for organizations or individuals outside of the LSU Law Center should be directed to, and must be approved, by the Library Director.



LSU LAW LIBRARY

FILMING REQUEST FORM

Film Date and Time _____

Name of Requestor _____ **Email** _____

Telephone _____ **Filming Purpose** _____

Location in the Library _____

Description of Scene _____

Crew Member's Names _____

Equipment to be Used _____

Other Comments _____

Signature of Requestor _____ **Date** _____

Approved

Date



FILMING RELEASE FORM

In consideration for my approval to film in the LSU Law Center Library I hereby release Louisiana State University and the LSU Law Center (the University), its trustees, employees, agents, and representatives from any and all liability to me, and I agree not to raise any claims or institute any legal action against the University, its trustees, employees, agents, or representatives based upon any cause of action in my favor that arises out of or in connection with my taking photographs or filming at in the Law Library.

This release shall apply to any loss of or damage to my property, and to any personal injury (including death) that I suffer, including, without being limited to, any loss, damage, or injury sustained or allegedly sustained by me due to the negligent acts or omissions of the trustees, employees, agents, or representatives of the University.

I fully understand and assume all of the risks, dangers, and responsibilities connected with filming in the Library.

I also agree to assume responsibility for any and all damage to the University's property which arises out of or in connection with my use of the LSU Law Library for this purpose.

I agree not to exceedingly disturb or film any patrons of the LSU Law Library or any employees of the University, and I agree that I will indemnify the University for any claims against it and for any expenses or liabilities it suffers as a result of any injury or property damage such patrons or employees suffer as a result of my use of the LSU Law Library for this purpose.

Signature

Name (please print)

Date