

# LMU|LA William H. Hannon Library

Loyola Marymount University

\_\_\_\_\_ has permission to

film       photograph      in the William H. Hannon Library.

Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Areas of filming/photographing: \_\_\_\_\_

Describe the scene(s) you will be shooting: \_\_\_\_\_

Class/Professor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will you be using a Group Study Room? \*     yes       no

*\* If yes, please reserve your Group Study Room at MyLMU with the following restrictions:*

- 1. Reservations must be four hours or less.*
- 2. No back to back reservations for the same room. (There must be 1 hour in between the reservations.)*
- 3. You cannot reserve multiple rooms at once.*

**Filming equipment is limited to a camera, a tripod, a simple lighting kit, and a microphone.**

**The film crew, including actors, must not exceed five people.**

**Craft services are not allowed inside the library.**

\_\_\_\_\_  
Kristine Brancolini, Dean of the Library

\_\_\_\_\_  
Date

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Filming and Photography by LMU Affiliates	Page 1 of 3
Policy Number:	Supersedes: N/A
Effective Date: February 17, 2017	Previously Issued: November 19, 2015

## 1. Statement of Policy

- 1.1. Small-scale filming and photography projects are permitted in and around the William H. Hannon Library, but only under circumstances that minimize the disruption of patrons studying and library operations. The following policies and procedures pertain only to LMU students, faculty, and staff. Requests from news or commercial entities must go through [LMU Marketing and Communications](#).

## 2. Policies and Procedures

### 2.1. Filming

- 2.1.1. Permission to film in and around the William H. Hannon Library is granted by the Dean of the Library. The Associate Dean of the Library or the Outreach and Communications Librarian may also grant permission in the absence of the dean. Permission forms are available in the Library Administration Office and the Dean's Office at the School of Film and Television.
- 2.1.2. Permission to film is more likely to be granted if the film requires a library setting. If the request is to use an area of the library to stand in for a different type of setting, requestor may be advised to find a different location.
- 2.1.3. Filming by LMU students is restricted to approved course-related projects.
- 2.1.4. Filming in the William H. Hannon Library is restricted to hours when the building is open, as listed on the [library's website](#). Filming is prohibited during

the first two weeks and last two weeks of the semester.

2.1.5. If filming is to occur in a group study room, the room must be reserved through the [online reservation system](#). Group study room policies apply.

2.1.6. If the area in which filming is to occur is occupied, patrons may be asked to move. However, the film crew has no authority to make patrons leave the area. In such cases, filming may need to be moved to an alternate location that is not occupied.

2.1.7. Upon completion of filming, all furnishings must be returned to their original positions.

2.1.8. Hallways and doors must not be blocked by filming, crew, or equipment.

2.1.9. The following rooms/areas are off-limits and may never be used as filming locations:

2.1.9.1. Staircases

2.1.9.2. Bathrooms

2.1.9.3. Librarian and staff offices

2.1.9.4. Information Desk

2.1.9.5. Basement

2.1.9.6. Elevators

2.1.10 Filming at public service counters (e.g. Circulation, Tech on 2) is only allowed when the counters are not staffed. For the service desk hours, please consult the [library's website](#).

2.1.11. Requests for filming in the Archives and Special Collections department must be submitted directly to the [Head of Archives and Special Collections](#), who will approve requests on a case-by-case basis.

2.1.12. The film crew, including actors, must not exceed five people.

2.1.13. Typically, filming time should not exceed four hours.

2.1.14. Filming equipment is limited to a camera, a tripod, a simple lighting kit, and a microphone.

2.1.15. Craft services are not allowed inside the library. You may, however, set up food at the Starbucks patio.

## 2.2. Photography

2.2.1. The use of cell phone, point-and-shoot, and/or DSLR cameras in the library is permitted. However, if you will be working with a crew or using props and other equipment, the filming policies apply.

2.2.2. Flash photography is not permitted in Archives & Special Collections.