

# Soochow University Library Photography and Filming Application Form

- ※ Applicants are required to fill in the application form and present their personal identification documents to the library for verification.
- ※ No photographs or videos of readers shall be taken without their consent, and care shall be taken to maintain a quiet reading environment for the library's users.
- ※ Good moral practice shall be upheld with regards to the content of the shoot. Compliance with intellectual property rights and other legal requirements is absolutely necessary.
- ※ Should there be any violations, the library reserves the right to put a stop to the shoot. Applicants will have to hold responsibility for any ensuing legal liabilities.

	<input type="checkbox"/> SCU Teacher/Student	<input type="checkbox"/> Off campus personnel
Name of Department	Department	
Applicant	I agree to abide by the library's regulations. Signature of Applicant : _____	
Identification/ Student No.	Contact number	
Reason for shoot	<input type="checkbox"/> Assignment ( Course title _____ Course teacher _____ ) <input type="checkbox"/> Research (Research topic _____ ) <input type="checkbox"/> Others	
Date of shoot	YY    MM    DD    hh    mm to    hh    mm	
Location of shoot	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Entrance Hall  <input type="checkbox"/> Reference and Periodical Area         </div> <div> <input type="checkbox"/> Book Stacks  <input type="checkbox"/> Information Retrieval Area         </div> <div> <input type="checkbox"/> Reading Room  <input type="checkbox"/> Downtown Campus         </div> </div>	
Equipment used	<input type="checkbox"/> Camera <input type="checkbox"/> Video Camera <input type="checkbox"/> Others _____	
Auditing Librarian		

## Notes for counter staff with regards to photography and filming within library grounds

- (1) When readers approach to ask if they can enter the library premises to photograph and film, staff on duty should question whether it is for a “newspaper, magazine or media television news”. Should the answer be in the affirmative, please inform the librarian-in-charge (on the spot or by leaving a message). The librarian-in-charge will confirm with the party in question the content needed with regards to the shoot and assist with applying for the shoot by contacting the respective person-in-charge at the Secretariat through the extension 5025.
- (2) Should non-off campus media apply to film, allow them to fill in an application form and notify a librarian immediately.
- (3) During regular working hours, inform a librarian within the service area. For evening and holiday shifts, look for a librarian on duty.
- (4) The librarian will be responsible for understanding the content of the shoot, bringing across matters in need of attention, and for the reviewing of the application form.
- (5) Please stay alert for any abnormal situations that may arise during the period of shoot, such as violations of public order, moral practice, damage or theft of public property, noise disturbances, and arguments with library users. Report to a librarian immediately for assistance to stop the shoot should such situations arise. Should you encounter readers taking photographs or filming in the library without applying to do so beforehand, please inform them politely to fill in the application form at the counter before proceeding with the shoot.