

# Request to film in the Mearns Centre for Learning – McPherson Library



Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
*Phone Number* *Email*

## Filming Information

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Filming Area: \_\_\_\_\_

Filming Duration: \_\_\_\_\_

Filming Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We are not able to support student filming requests that impact patron access to collections, resources and services.

## Confirmation of Request – to be completed by the Libraries Communications Office

Request Reviewed By:

Status of Request:  Approved  Declined: (Reason: \_\_\_\_\_)

If approved, a copy of this form must be given to the Requestor, the University of Victoria Film Liaison Office, and the Communications Officer. The Communications Officer will post signs in the area of filming to notify patrons and staff of the Mearns Centre for Learning-McPherson Library. Any patrons who are filmed or photographed, must sign a release form (<https://www.uvic.ca/websites/assets/docs/video-photo-release.pdf>) which is then confidentially filed with the UVic Libraries Communications Office.