

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

Library Administration will consider all filming requests on a case by case basis. Requests must be received a minimum of one week prior to the date of filming. Please be aware that we will not be able to support all requests, especially those that may disrupt patron access to collections, resources, services, and study spaces or impact staff workflows. Although we will do our best, filming requests may not be approved during the library's peak hours (Monday to Friday, 9 am to 5 pm during the Fall and Winter terms) or during exam months (December and April) to minimize student disruption.

Any patrons who are filmed or photographed, must sign a release form (<https://www.uvic.ca/brand/brand-guidelines/photos-videos/subject-permissions/index.php>) which is then confidentially filed with the Requester.

Name: _____

Contact Information: _____

Department

Phone Number

Email

Filming Information

Date(s): _____ Time(s): _____

Will UVic Photo Services be involved? If so, how? _____

(Internal: Please inform the Communications Office)

Filming Area: _____

Filming Duration: _____

Filming Purpose:

PLEASE SUBMIT THIS FORM TO LIBADMIN@UVIC.CA

Confirmation of Request – to be completed by the Libraries Administration

Request Reviewed By: _____

Status of Request: ☐ Approved ☐ Declined:(Reason:_____)

If approved, a copy of this form will be given to the Requestor. UVic Libraries' Access Services will post signs around filming locations to notify patrons and staff of the Mearns Centre for Learning – McPherson Library.



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