

# 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 impacts 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/photography/releases/index.php>) which is then confidentially filed with the UVic Libraries Communication Office.

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

Contact Information: \_\_\_\_\_

*Department*

*Phone Number*

*Email*

## Filming Information

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

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

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

Filming Purpose:

PLEASE SUBMIT THIS FORM TO [LIBCOMM@UVIC.CA](mailto:LIBCOMM@UVIC.CA)

## 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, and the Libraries 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.



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