

## **Champlain College Miller Information Commons/Library Filming Guidelines**

From time to time, students or faculty/staff request permission to film in Miller Information Commons. This can become an issue because such filming has at times been intimidating or disruptive for library patrons, and has impeded library access.

For these reasons, please be aware of the following policies.

- A current Champlain faculty/staff supervisor must coordinate any film project affecting Miller Information Commons or the Library, including procuring any required releases
- All filming times must be pre-approved, and must be scheduled during regular library open hours. The request must include specific location within the library; if the request is approved, filming must be limited to that location.
- Film crew must check in at front desk on arrival.
- No disruptive noise, including music, sound effects, yelling, etc. Any dialog must be respectful.
- Any special lighting can't disrupt other patrons or staff. Library staff cannot adjust normal library lighting to accommodate filming.
- Don't move furniture, books, or other materials. If books are needed as props, contact the front desk; they will select/provide them. Any books used must also be returned to the front desk.
- Filming in the bookstacks is prohibited because of the tight space and potential for disrupting other patrons.
- Don't film people without their knowledge and consent.
- Any film project violating these guidelines or engaging in any other disruptive behaviors will be asked to leave immediately.

**Note:** From time to time, staff members from Champlain College's Marketing Department, President's Office, or Library may be seen filming within Miller Information Commons. This filming is being done in an official capacity as part of their work for the College.