

Guidelines on Photography and Filming in the Library

The guidelines provide direction in management of photography and filming, with the intention to maintain a quality learning environment, in the Library. The Library tries to enable all requests on photography and filming for academic use in general. However, the Library reserves the right to reject the request if considered inappropriate. Photography and filming for non-academic activities or commercial use are not recommended in the Library.

Guidelines for Photography and Filming

Prior written request is required before photography and filming so as to allow the Library to meet the needs of interested parties. Interested parties are reminded to observe the followings:

Duration and Time

The Library accommodates photography and filming during opening hours. To avoid disturbances to Library users, it is preferable to perform the activities before 10:30am or after 4:00pm on Monday to Saturday. The duration for photography and filming is suggested to last not more than an hour.

The Library will not accept requests for photography and filming during revision and examination period which usually falls in late November or early April in a year for a month (subject to change according to arrangement of Registry of the University).

Location

Desired areas for photography and filming should be indicated when submitting a request. The photography and filming are only allowed in assigned areas in the Library where access to exits, stairways, corridors and doorways will not be hindered. As the 1/F of the Library is designated for quiet study, photography and filming are not suggested.

Care of Library Collections

Library collections are irreplaceable. Lighting level and exposure lengths should be kept to the minimum to avoid the risk of high temperature. The Library reserves the right to restrict the types of equipment for photography and filming.

Rearrangement of Furniture

To minimize disturbances to Library users, photography and filming can make use of furniture in Library but moving the furniture is not advised. Otherwise, prior permission should be sought from the Library.

If rearrangement of furniture is requested, the furniture should not block the way to fire exits to ensure safety. The furniture should resume to the original position right after photography and filming.

Mutual Respect

The Library respects personal privacy. Photography or filming Library users or staff are prohibited without their consent. Flash is not recommended as this will disturb other Library users. Voice should be kept down to maintain a quality learning environment.

The Library may immediately shorten/terminate any photography and filming, irrespective of the stage of photography and filming, that causes an undue disturbance, violates Library or University policies or regulations, or endangers the health and safety of Library users and staff.

Acknowledgement

A statement of acknowledgement to the Library or the University is required on the final product of photography and filming. The Library bears no liability for the use of photographs or film produced.

Contacts

Department/Unit of the University or individuals who wish to have photography and filming in the Library should inform the Library at least a week in advance. The request, in writing, can be submitted in person or by email to library@hsu.edu.hk.

External interested parties are suggested to contact the Communications and Public Affairs Office to arrange photography and filming.

The above guidelines explain the consideration for accepting requests on photography and filming for most of the scenarios. For special cases with urgency, importance and necessity, the Library will exercise flexibility to accommodate the request.

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