

## **Enquiry Form - Permission to Undertake Filming, Photography and Other Activities in the Library.**

Filming, photography and performances are allowed in the library but only with the written permission of the librarian. Any requests should be submitted using the form below and be accompanied by a completed risk assessment.

A member of staff will then get in touch to suggest alterations or giving permission. In some cases we will invite you to the library to discuss your plans or ask you to resubmit your form with additional information.

A copy of the risk assessment form can be found on the library website along with additional copies of this Enquiry Form. There are also some helpful guidelines from the School of Music and Performing Arts on completing a risk assessment. The forms should be dropped off at the relevant library or emailed to [library@bathspa.ac.uk](mailto:library@bathspa.ac.uk)

You must give us enough notice to process your request. Depending on the type of activity this may take up to two weeks.

Once you have received permission you will need to bring a copy of the permission email, in electronic or print format, to show the reception staff at the time of your activity.

### **Important Information – please read before completing.**

The purpose of the Library is to provide an environment that is conducive to study. Therefore it is vital that noise and disruption is kept to a minimum and that you comply with safety regulations.

In particular:

- Any photography or filming does not include pictures of others using the Library. (Unless the photographer has their written permission)
- Any photography/filming/performance does not disturb other library users.
- Access to books and other Library equipment is not unduly restricted.
- There is no large-scale moving of furniture or stock.
- The photography/filming/performance is done in a safe manner (e.g. no trailing cables); emergency exits and circulation routes must not be blocked.
- The photography/filming/performance is done during Library opening hours and the group leaves promptly before closing.

**Please complete all details below and return with your completed Risk Assessment Form**

<b>Name</b>
<b>Student Number</b>
<b>Course</b>
<b>Which areas of the library are you planning to use?</b> You must specify which area(s) of the library you will need to use. Please note that permission will not be granted for any use of the silent/quiet study areas during busy times such as assessment periods.
<b>Please give a brief outline of what you propose to do?</b> The more information you can provide at this point, the more likely that we will be able to approve your request.
<b>Date and times when the activity is to take place.</b>
<b>Names of other individuals involved.</b>

Signed.....

Date.....