Photography and Filming at the UTS Library:
CONDITIONS OF USE

Photographic and Film Projects
1. Photographic or film projects may only be undertaken in UTS Library facilities with the
   prior written approval of the University Librarian or delegate – principally the Corporate
   Services Administrator at the City Campus (Blake Library) or the Kuring-gai Library
   Manager at the Kuring-gai Campus (George Muir Library).
   a. The Applicant will be required to provide details in writing of the type of production
      and its intended use and audience. Applicants shall describe the technical equipment
      to be used in the production in detail.
   b. Permission to photograph or film will not be given for projects likely to be contrary to
      the best interests of UTS.
   c. Approved applicants must comply with the General Requirements below and the UTS
      Facilities Use Codes.
   d. Exclusive rights to access parts of the UTS Library will be allowed only after hours
      and charges for the use of the UTS Library will apply.
   e. Bookings are not confirmed until the UTS Library receives a signed Contract and full
      payment where applicable.
   f. If the Applicant fails to observe any of the above conditions, the UTS Library may
      cancel the use of facilities and shall not be obliged to refund any hiring charges
      already paid.

Personal photography
2. Individuals may take personal photographs or brief film clips in the UTS Library facilities
   for non commercial purposes during Library opening hours without seeking permission
   but must:
   a. Comply with the General Requirements below and the UTS Facilities Use Codes; and,
   b. Cease photography or filming when directed to do so by a Library staff member.

General Requirements
3. Individuals or groups photographing or filming in the Library need to appreciate that the
   Library’s primary responsibility is to ensure a quality study and research environment
   and must be sensitive to the study and work priorities of Library clients and staff:
   a. Noise and distraction should be kept to an absolute minimum.
   b. Any use of special lighting or other equipment likely to disturb staff or clients will be
      allowed only after hours.

4. Individuals or groups photographing or filming in the Library are responsible for
   compliance with the Privacy and Personal Information Protection Act (1998). In
   particular:
   a. No person shall be photographed or filmed in close up or an identifiable form without
      their permission.
   b. Incidental photography or filming of UTS Library staff and clients must comply with
      the right to privacy of staff and clients.

5. Photography or filming of works of arts and exhibits is permitted when incidental.
   Systematic recording of a whole exhibition or substantial part of one will require Library
   permission. This may be withheld for copyright or preservation reasons, or because of
   the disturbance it may cause to others.

University Librarian
11 February 2010