Filming and photography must occur during regular library hours. Refer to library.ucalgary.ca for locations and hours.

You must ensure no library users other than your own film and photo subjects are included in any shots. Many first-year students are under the age of 18. It is illegal to film or photograph minors without the consent of their parents.

For additional guidelines, please refer to the Filming and Photography Policy at libanswers.ucalgary.ca/policies

Filming and photography for commercial purposes (advertisements, documentaries, short films) is not permitted in University of Calgary libraries. To film elsewhere on campus, crews must obtain permission in advance and arrange to have appropriate contracts in place through the university’s Conference and Event Management at ucalgary.ca/cem.

Date of filming/photography: _______________________________________

Location of filming/photography: ___________________________________

Organization: _____________________________________________________

Contact name: _____________________________________________________

Phone: ___________________________________________________________

Email: ____________________________________________________________

Purpose of filming/photography: _____________________________________
_________________________________________________________________
_________________________________________________________________

Where and when will the photographs/video appear?
_________________________________________________________________

Anticipated broadcast date and channel, if applicable:
_________________________________________________________________
_________________________________________________________________

Please submit this request at least one week in advance of the filming/photography date. You may submit the form at reception on the 6th floor of the TFDL or scan and email your request to lcrcomm@ucalgary.ca.