

BCIT LIBRARY – Student Filming Requests

Hi BCIT Students:

Welcome to the library. So you're planning to do some filming in the library?

Special permission may be granted to BCIT students who wish to film in the Library to fulfill course-related assignments subject to the following:

- Students must request permission from Library Services in advance of filming.
- Filming may be only in designated areas of the Library as approved.
- Filming must not disturb Library users or staff members or interfere with normal Library operations. Situations that can be construed as disruptive will not be tolerated.
- No faculty, staff or student may be filmed without their prior consent. Photographers must obtain the consent of each person who is visibly recognizable in photographs or video recording. Crowd scenes that do not include individuals under the age of 19 years or photographs where no single subject is the dominant feature are exempt.

Submitting a Student Filming Request

Requests should be submitted in advance of your film shoot date. BCIT Library has the right to refuse any request for filming on the premises of the Institute. Send your request via email to mei_young@bcit.ca. Please make sure to include the following information in your email:

1. Your name
2. Your student ID#
3. Your contact phone number
4. The names of the students in your group
5. Your program/course that requires this filming
6. Your instructor's name
7. Location you are planning to film (i.e. 2nd floor stacks)
8. Date and time of the filming
9. Brief description of the film script.

By submitting your request for permission to film in the Library, you confirm that you have read all of the above conditions and agree to abide by them.

Your personal information is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. This information will be used to administer your request for permission to film in the Library and related Library Services administrative and operational purposes. Questions about the collection and use of this information may be directed to [Cynthia Kent, Associate Director, Privacy, Records Management and Copyright](#).

Thank you for your cooperation.

Mei Young
Operations Manager,
BCIT Library Services