TU Dublin - City Campus Library Services

Procedures for Filming in Libraries by External

(non-TU Dublin - City Campus) Parties

1. Any requests for filming by an external film crew should be referred to Melda Slattery and the Office of Public Affairs:
   http://www.dit.ie/intranet/publicaffairs/

2. External film crews must provide the following to the Office of Public Affairs:
   a) Confirmation of Insurance:
      o Employer’s Liability Insurance: €13 million
      o Public Liability insurance: €6.5 million
      o Include a specific indemnity to DIT.
   b) A fully completed and approved copy of the crew’s risk assessment.

3. The Office of Public Affairs will liaise with the appropriate College Librarian at least 7 days in advance of the filming to schedule the filming.

4. A copy of the scene(s) should be included in the request, together with a description of the expected duration of the filming, the exact location within the library of the filming, and any movement of library books/furniture required.

5. A member of library staff will be assigned to the film crew and will accompany the crew throughout the duration of the filming.

6. Except in exceptional circumstances, filming must be done outside library opening hours to avoid disruption to library users.

7. No library furniture or books should be (re)moved by the film crews.