TU Dublin - City Campus Library Services

Procedures for Filming in Libraries by Current Students and Staff

1. All requests to film in any of the libraries must be sent in writing to the appropriate College Librarian at least 7 days in advance.

2. An Event Risk Assessment form (available from the TU Dublin - City Campus Health and Safety Office: [www.dit.ie/healthandsafety](http://www.dit.ie/healthandsafety)) should be completed and submitted to the Health and Safety Office at least 7 days in advance of the filming.

3. 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.

4. All student film crews must be accompanied by a member of academic staff at all times.

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.