

# American University Library

## Filming, Videotaping, Photographing Request Form

**Please note: This form is only to be used by current AU faculty, staff, or students. Commercial, media, alumni, or other external groups must direct all requests to the University Communications & Marketing office at 202-885-5950.**

Please complete the following information:

Name	School/College
AU ID #	AU status (faculty, staff, student)
Contact information (phone/email)	
If applicable: Course name/number	Faculty advisor for project
Purpose of project (class work, promotional material)	
Briefly describe the project	
Intended use of the project	
Anticipated date/time range	Preferred library location
Production equipment to be used	
Names of people involved	
Special arrangements (if any)	

*I have read and agree to comply with the Policy on Filming, Videotaping, and Photographing in the Library.*

X \_\_\_\_\_

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For official use only.

Note: A copy of this completed form should be kept at the Library Information Desk.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Strategy and Communication, Full-time Monitors, Building Coordinator, Dir. of Administrative Services)