



## Request to Photograph or Film in the Library

Requester \_\_\_\_\_ Date \_\_\_\_\_

(Please indicate one of the following) UC Davis Student UC Davis Faculty or Staff  
UC Davis Department/Organization \_\_\_\_\_  
Non-UC Davis Name of Organization \_\_\_\_\_

Department/Organization Phone \_\_\_\_\_ Requester Phone \_\_\_\_\_

Name of project/reason you request to film in the library \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe library location(s) to be used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Filming dates and times (please list all times/dates you plan to film) \_\_\_\_\_  
\_\_\_\_\_

Number of project team members involved in filming \_\_\_\_\_

Equipment being used during filming \_\_\_\_\_  
\_\_\_\_\_

Props being used during filming \_\_\_\_\_  
\_\_\_\_\_

I agree that neither I nor members of my Project Team will disturb or interfere with library staff or users while we film or photograph. I acknowledge that permission to film or photograph within the library will be revoked if complaints are received.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send your completed/signed form to: [library@ucdavis.edu](mailto:library@ucdavis.edu)

For Library Administration Use Only:

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Library Administrator Signature)

**Once Approved:** Return a copy of the approved form to the requestor and send a copy to the following people:  
Robin Gustafson  
Bonnie Hain-Anderson  
Tony Navarro  
Jessica Nusbaum  
Debbie Snapp

## Principles of Community

**Prologue:** UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

The University of California, Davis, is first and foremost an institution of learning, teaching, research and public service. UC Davis reflects and is committed to serving the needs of a global society comprising all people and a multiplicity of identities. The university expects that every member of our community acknowledge, value, and practice the following guiding principles.

We affirm the dignity inherent in all of us, and we strive to maintain a climate of equity and justice demonstrated by respect for one another. We acknowledge that our society carries within it historical and deep-rooted injustices and biases. Therefore, we endeavor to foster mutual understanding and respect among the many parts of our whole.

[We affirm the right of freedom of expression within our community.](#) We affirm our commitment to non-violent exchange and the highest standards of conduct and decency toward all. [Within this context we reject violence in all forms.](#) We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect. We further recognize the right of every individual to think, speak, express and debate any idea limited only by university regulations governing time, place and manner.

[We confront and reject all manifestations of discrimination,](#) including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the UC Davis community of which we have chosen to be a part. We will strive to build and maintain a culture and climate based on mutual respect and caring.

Visit [diversity.ucdavis.edu/principles-community](https://diversity.ucdavis.edu/principles-community).

## **Photography/Filming in the Library**

All requests to photograph or film in the library are directed to the Library Administration office. Individuals or members of the media wanting to take still or moving photographs in the library must receive permission from a library administrator.

Request forms must be completed for each project. The completed request is submitted to Library Administration.

UC Davis Principles of Community must be followed.

Library users must not be disturbed or asked to move.

No close photography or filming of users without their express consent.

Library operations must not be interrupted.

Any props brought in must be removed immediately after filming.

Any furniture moved during the project must be restored to its original location.

The approved request must be carried by members of the project while filming/photography is underway. If any disturbance is caused, any security guard or other library employee may ask project participants to cease filming/photography immediately.

UC Davis Strategic Communications should be contacted as a courtesy regarding any request from off-campus press or filmmakers.