

GRAMBLING STATE UNIVERSITY DIGITAL LIBRARY AND



LEARNING COMMONS PHOTOGRAPHY POLICY



Personal Requests (selfies & us-ies)

Personal photography and video is permitted inside the library, provided it does not disrupt patrons. Personal photography is defined as "*a picture taken by an individual/sight-seer using a simple hand-held, self-contained camera or cellphone*".

Professional Photo Shoot

Persons wishing to coordinate an organized photo shoot or take group shots (graduation, sorority/fraternity, etc.) for **non-commercial purposes** must submit a request by completing [this form](#). All requests must be sent at least two weeks before the photoshoot. After obtaining the signed permission, which may be granted immediately or after consultation with other staff, the following guidelines should be observed:

- Taking photographs and/or videotaping should not disrupt patrons or staff.
- Photographs/videos should not be taken of patrons or staff unless they have granted permission.
- Photography should only take place in public library spaces.
- Optimally, filming should be brief. Study or stack areas should not be blocked off for extended filming especially during the academic terms, unless permission from the Library has been obtained. Filming and photographer are not permitted in non-public staff work areas unless permission has been granted by the Dean.
- The stairway cannot be blocked at any time.
- Restrooms and Study Rooms are NOT Glam Studios! (In other terms, please arrive fully prepared – attire and/or makeup – for the photo shoot).

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- The G-Room, balconies, seminar room, and classroom are not available.
- Do not move or rearrange the furniture.
- Photo sessions can last no longer than one (1) hour and are prohibited after 5:00 PM and on weekends.
- Celebration enhancements, such as confetti, props, etc. are not allowed.
- If your photoshoot disrupts the library, you will be removed.

Commercial Requests

Commercial filming or photography requires coordination with the University Office of Strategic Communications and Marketing. Visit the [Grambling State University Office of Strategic Communications and Marketing website](#) for details and contact information. A photographer must present written permission to photograph inside the Library to the Library Dean prior to photographing.

Contact Information

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