



## Photography, Filming, and Recording Request Form

### Requests for Permission

All requests for photography, filming, audio recording, and/or video production by outside entities must be made in advance and in writing.

#### The following information is required:

Name and description of the organization or individual making the request:

Date(s) requested:

Time and duration of proposed production shoot:

Number of people and amount and type of equipment involved, including vehicles:

Project description, including the context and way in which the Library is to be portrayed and the intended use of the resulting material:

Potential disruption (sound, light, physical, etc.) of Library activities:

**Signature of person accepting primary responsibility is required and acknowledges review and acceptance of the full Photography, Filming, and Recording Policy This includes the fact that in Pennsylvania, audio recording another person’s “oral communication,” without the other person’s consent may be a felony criminal offense under the Wiretapping and Electronic Surveillance Control Act, 18 Pa. C.S. §§5702, 5703(1)-(3), 5704(4).**

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