

Filming in the Library Policy

Montclair State University Libraries supports student creativity and academic work, including filming projects. To ensure that filming does not interfere with library operations or the experience of our patrons, all filming activities must comply with the following policy.

Eligibility and Approval

- All filming requests must be submitted **at least seven (7) days in advance** using the official Library Filming Request Form.
 - Requests must include:
 - Date and time of requested filming
 - Specific location(s) requested
 - Names, roles, and NetIDs of all participants
 - Description of equipment to be used
 - Approval is contingent on adherence to this policy and overall library scheduling and space availability.
 - An approved request is **mandatory** for all filming projects.
-

Permitted Filming Hours

(Filming is only allowed during these designated times and is subject to library building hours.)

- **Monday – Thursday:** 8:00 AM – 11:00 AM and 5:00 PM – 9:00 PM
- **Friday:** 8:00 AM – 7:00 PM
- **Sunday:** 1:00 PM – 8:00 PM
- **Saturday:** No filming permitted

Time Limit: Filming is limited to **3 hours per session**, including set up and tear down time.

Approved Locations for Filming

Filming is not permitted in any other spaces, including but not limited to:

- Government Documents area desk (when not staffed or in use)
- Study rooms on the second floor and lower level (note: Study rooms must be **reserved separately** through the [University Libraries website](#). An approved filming request does not guarantee available study room space.)
- Lower level lobby area

Filming is not permitted in the following locations:

- Front Desk / Circulation Area
- Silent Study and Commuter Study areas
- Lower Level Stacks and Multimedia Resources (MMR) area
- CAST Lab or CAST-affiliated spaces
- Laptop Lending Room
- Art & Design Spaces
- Any area that obstructs **doors, stairways, or hallways**

Crew Size and Conduct

- Filming groups are limited to a **maximum of 12 individuals**, including a **crew of no more than 5 people**.
- All participants must be listed on the request form, including their names, roles, and NetIDs.
- Filming must not impede library operations, block access to any spaces, or be disruptive to library users.

- **Quiet, respectful behavior is expected at all times.**
-

Equipment and Setup Guidelines

- Only small, portable equipment is permitted.
 - **Large equipment that obstructs movement, doorways, or access points is not allowed.**
 - **No lighting adjustments** (e.g., covering or repositioning ceiling lights) are allowed.
 - Filming setups must be safe and compliant with fire and building codes.
-

Staff Authority and Compliance

- Library staff reserve the right to **stop or relocate filming at any time** if the activity violates any part of this policy or disrupts normal library functions.
 - All filming crews must comply with any direction provided by library staff during their time in the building.
-

Policy Enforcement

Non-compliance with this policy may result in:

- Immediate termination of filming activities
 - Revocation of future filming privileges
 - Referral to the Office of the Dean of Students if applicable
-

Contact: For questions about filming in the library or this policy, please contact Justin Savage, Head for Access Services and Resource Sharing, savagej@montclair.edu