

NYU Shanghai Library

Filming and Photography Guideline

The NYU Shanghai Library serves as a vibrant hub for academic exploration, collaboration, and learning. While the library welcomes visitors to capture moments of inspiration and creativity, we have established a filming policy to ensure a conducive environment for all patrons. The policy covers the 5th Floor of the North and West building and the 6th Floor of the North building, which includes all library study space, group study rooms, and specialized instructional and teaching space.

Personal and Casual Filming and Photography

Personal and casual filming and photography in the library space is limited to the use of cellphones and hand-held, self-contained cameras without a flash or tripod.

We ask all users not to film or photograph users and staff in the library without their consent. The library reserves the right to prohibit photography and filming that may be disruptive to the library operation or users at any time.

Commercial Filming and Photography

We consider requests within the NYU Shanghai community case by case. Requests to film, record, or photograph for editorial or promotional purposes must be made to and submitted to shanghai.library@nyu.edu at least one business day before the requested date with details of your intended activity.

External commercial filming is generally not permitted within the library. This includes any filming intended for advertisements, professional productions, or other commercial purposes from organizations and individuals outside of the NYU Shanghai community. However, exceptions may be made with prior approval from University Communications and University Leadership.

Rules for Filming and Photography

- **Respect the space:** Ensure your filming does not disturb other patrons or interfere with their use of the library.
- **Follow library rules:** Adhere to all library policies, including noise levels and restricted areas.
- **Obtain consent:** If your filming involves other individuals, seek their permission before including them in your footage.
- **Minimize focus on people and books:** Avoid capturing identifiable individuals or close-ups of books to respect privacy and copyright concerns.

How to Submit a Filming Request

To submit a filming request, please contact the library via email at shanghai.library@nyu.edu at least one business day before your planned activity. Include the following details in your request:

- Purpose of the filming
- Date, time and duration of the activity
- Specific areas of the library you intend to use
- Equipment and personnel

By following these guidelines, you help us maintain an environment that supports both academic pursuits and creative expression. Thank you for your cooperation and understanding.