



CURTIN UNIVERSITY LIBRARY

APPLICATION TO PHOTOGRAPH OR FILM IN CURTIN UNIVERSITY LIBRARY

This form applies to all Curtin University Library sites. To request permission and discuss the project please contact the library via reflib@curtin.edu.my

Completion of the form does not ensure approval but this will be given consideration based on the information provided.

Name:

Email:

Telephone number:

School/Faculty:

Description of activity and equipment to be used Please attach pages if more space is needed.

Relationship of the activity to Curtin University:

Part of the Library to be used:

Proposed Date:

Proposed Time:

Library use only:

Application approved: **Y N**

Information about activity emailed to relevant Unit and location **Y N**

Applicant informed of the need to: **Y N**

- Identify themselves when coming to the library
- Minimise noise and disruption to library clients and staff
- Obtain permission from anyone being photographed
- Only use agreed areas within the library
- Ensure the library's lighting, furniture, air conditioning etc are not altered.
- Any large equipment to be used has been listed on the application form and be discussed with the library staff member.