

RECORDING IN THE LIBRARY REQUEST FORM

Name:

Address:

Phone:

Email:

Do you represent an individual?

Or a media/commercial/organization?

If not an individual, please
specify agency name/type:

Date you wish to record:

Time (include time for setup/cleanup):

How many people will you
be working with and/or recording?

Have you already obtained a
photo/release form and/or
contract from all involved?

What type of recordings will you be creating
in the library?
Please indicate all that apply:

- Photos
- Videos
- Broadcasting
- Streaming
- Privately with family/friends and not shared publicly on the internet
- Printed photos
- DVD/BluRay disc (Photos/videos)
- Sharing publicly on the internet (Website, Facebook, YouTube, etc)
- Selling to private clients
- Selling for royalties on a stock media site (Shutterstock, etc)
- Monetize on pay-per-click/view sites (Website, YouTube, etc)

How will you use your recordings?
Please indicate all that apply at this point and
at any point in the future:

Signature:

Date:

RECORDING IN THE LIBRARY RESPONSE

Name: _____

Address: _____

Phone: _____

Email: _____

Your request has been:

Approved

Denied

Thank you for working with the Hepburn Library of Lisbon to explore recording / streaming / broadcasting in our space ("Recording"). As you know, any Recording in the Hepburn Library of Lisbon must be conducted safely, without risking a breach of the library's ethics, with attention to its obligation to safeguard patron privacy, and in a way that respects our employees and doesn't disrupt routine operations.

To ensure these safeguards, we met on [DATE], and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance).

Thank you so much for your cooperation.

OR

If you wish to appeal the decision by the Hepburn Library of Lisbon, please do so in writing. We will review your request at the next Board of Trustees meeting and respond to you within five (5) business days following the meeting.

Signature: _____

Date: _____