

PERMISSION TO TAKE PHOTOS AND/OR FILM IN SPRAGUE LIBRARY

Name _____	
Address _____ _____	
Telephone _____	
MSU Affiliation: Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/>	
Course No.: _____	
Department/Instructor _____	
Community Affiliation: _____	
Purpose of Session(s) _____ _____	
Film Location in Library _____ _____	
<i>Note: Filming not allowed in silent study locations (main and upper levels)</i>	
Number of students assisting with project at library _____	
Date(s) of Session (s) _____	
Library Office Signature _____	
Date _____	

PLEASE:

- Take care not to unduly disturb any patrons.
- Ask permission of patrons before taking photographs and/or filming.
- Obtain written permission from any patron before taking photographs and/or filming.
Give one copy to the patron and return one copy of the form to the Dean's Office.
- Return any moved furniture to its original place.
- **DO NOT TAKE PHOTOGRAPHS OF, OR FILM, CHILDRENS' FACES.**