

Request for Permission for Filming and Photographing in Kent Library

This form should be submitted no later than four business days prior to your requested filming or photographing date. You may email the completed form to circulationdesk@semo.edu or turn it in at the Circulation Desk. By signing the form below, you acknowledge that you have read and agree to Kent Library's "Filming and Photographing in Kent Library" policy.

For news media-related videotaping and photography requests, please contact Ann Hayes, Director of University Communications at ahayes@semo.edu or (573) 651-2552.

Contact Information

Name:

S0#:

Email:

Address:

Address:

Phone:

Project Information

Purpose:

Description:

of People:

Names:

Duration of Project:

Please enter the duration of the project (# of days/hours/etc.)

Date(s) of Project:

Time(s) of Project:

If you choose "Other" from the drop down menu below, please type the location to the right of the drop down menu box. The 4th floor, the Heather MacDonald Greene Multimedia Center and Special Collections and Archives require special permissions and may take longer than 4 business days to verify.

Area of the Library:

Signature of Project
Leader:

STAFF USE ONLY

Accepted: Denied: Reason

Date: Signature:

Applicant Notified on:

Person Who Notified Applicant: