

Filming in Bloomfield Campus Library Policy

Montclair State University Libraries supports student creativity and academic work, including filming projects. To ensure that filming does not interfere with library operations or the experience of our patrons, all filming activities must comply with the following policy.

Eligibility and Approval

- It is recommended that all filming requests are made **seven (7) days** in advance using the official Library Filming Request Form. Anything less than seven days will be considered on a case-by-case basis.
- Requests must include:
 - Date and time of requested filming
 - Specific location(s) requested
 - Names, roles, and NetIDs of all participants; including crew members
 - Description of equipment to be used
- Approval is contingent upon adherence to this policy and overall library scheduling and space availability.
- An approved request is mandatory for all filming projects.

Permitted Filming Hours

- Fridays from 9:00 a.m. – 5:00 p.m.
- Other times will be considered on a case-by-case basis.

Approved Spaces

- The first floor of the Bloomfield College Library
- Study rooms on the first and second floors (note: Study rooms must be reserved separately through the University Libraries website. An approved filming request does not guarantee available study room space.)

Crew size and conduct

- Filming groups are limited to a maximum of 6 individuals.

- Filming must not impede library operations, block access to any spaces, or be disruptive to library users.
- Quiet, respectful behavior is expected at all times.
- Filming library staff without their permission is highly discouraged.

Equipment and Setup Guidelines

- Only small, portable equipment is permitted.
- Large equipment that obstructs movement, doorways, or access points is not allowed.
- No lighting adjustments (e.g., covering or repositioning ceiling lights) are allowed.
- Filming setups must be safe and compliant with fire and building codes.

Staff Authority and Compliance

- Library staff reserve the right to stop or relocate filming at any time if the activity violates any part of this policy or disrupts normal library functions.
- All filming crews must comply with any direction provided by library staff during their time in the building.

Contact: For questions about filming in the Bloomfield College Library or this policy, please contact bclibrary@montclair.edu.

For requests from people who are not affiliated with Montclair State University, you must obtain permission from the University and comply with its rules for filming on campus. Please reach out to Amanda Accardo for more information:

Amanda Accardo

Production Manager

Office: 973-655-316

Email: accardoa@montclair.edu

Broadcast & Media Operations

College of the Arts