

Foyle Special Collections Library

Filming guidelines

Introduction

The Foyle Special Collections Library welcomes enquiries from film, television and other media companies wishing to film items in our collections on location in the Foyle Special Collections Library. These guidelines are designed to assist prospective enquirers by outlining our policy and requirements in relation to the filming of special collection items.

Please note that all filming contracts are managed by [King's Venues](#), who will handle fees, risk assessments, insurance, logistics and most permissions. These guidelines cover only the specific requirements relating to the filming of special collections items.

1. **Requesting permission to film special collections items**
 - 1.1 We require advance notice of at least **10 working days** for any request to film special collections items.
 - 1.2 In the case of major productions, we strongly recommend that a member of the production team arranges an initial exploratory visit in advance of submitting a formal request for permission to film, preferably at least **one month** in advance of the proposed filming date.
 - 1.3 The requester is responsible for identifying the items in our collections for which permission is sought to film. While Special Collections staff are happy to advise on potentially relevant areas of our collections, we are unable to undertake extensive research on the requester's behalf. Our [web pages](#) and [catalogue](#) are the key resources for identifying material in our special collections.
 - 1.4 Film, television and other media researchers are welcome to visit the Foyle Special Collections Library in order to consult items in our Special Collections Reading Room or, if this is not possible, to hire an independent researcher to undertake research on their behalf. The National Archives maintains a [list](#) of independent researchers in a range of disciplines. Requesters interested in locating a King's academic expert are advised to consult the King's [Directory of experts](#).
 - 1.5 The requester must confirm the following details of the item(s) for which permission is sought to film at least **five working days** prior to the proposed filming date, so that the physical condition of the item(s) can be properly assessed:
 - Author, title and date of publication
 - Collection name and classmark

- Extent of item to be filmed, e.g. front cover only, title page, other pages (please specify page numbers)
- For items which are subject to copyright, written permission to film from the copyright owner (please see also section 3 below).

1.6 Requests which fail to meet the timescales outlined above may not be considered.

2. Filming in the Foyle Special Collections Library

2.1 A member of Special Collections staff must be present to supervise throughout the filming process.

2.2 Filming must take place within the hours of 9.00 AM and 5.00 PM, Monday to Friday only.

2.3 All filming must be completed within a 24-hour period.

2.4 All filming of special collections items must take place within the Foyle Special Collections Library.

2.5 Special collections items are rare and often fragile. They must be handled carefully and should not be subjected to unnecessary handling. Film crews will be asked to adhere to our handling guidelines and to comply with any specific handling instructions given by Special Collections staff.

2.6 Excessive exposure to light can damage special collections items and we ask that lighting levels and periods of exposure are kept to a minimum.

2.7 We reserve the right to refuse the use of any equipment that we consider may be harmful to the health and safety of staff or Library users or to the physical condition of special collections items.

2.8 We reserve the right to halt filming if we are not satisfied with the standard of collection care applied.

3. Copyright clearance

3.1 Filming items from our special collections does not in itself constitute authorisation for the resulting footage to be broadcast without the express permission of the Foyle Special Collections Library. Moreover, many items in our collections are subject to copyright legislation, and, while Special Collections staff are happy to assist as far as they can in identifying copyright owners, it is the responsibility of the film, television or other media company to obtain prior written permission to film such items from copyright owners.

3.2 It is the responsibility of the film, television or other media company to ensure that any subsequent use of film or images does not infringe copyright.

4. Acknowledgments and transmission

4.1 Any film, television programme or other media transmission containing footage or images of special collections items must contain an acknowledgment of the source of the item(s), using the form of words 'King's College London, Foyle Special Collections Library'.

4.2 We ask that we are informed in advance of the date of broadcast / release of any film, television programme or other media transmission containing footage or images of special collections items.

5. Fees

5.1 In most cases we will charge a reproduction fee for the inclusion of footage or images of special collections items in a film, television programme or other media transmission. This fee is entirely separate from the filming facility fees managed by King's Venues. All fees must be paid in full prior to the broadcast or release of the film, television programme or other media transmission.

6. Termination

6.1 We reserve the right to terminate filming at any time if Special Collections staff deem that the stipulated terms and conditions are not being met or that the film is deviating from the agreed schedule or content.

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