

The Library at **Bronx Community College (BCC)** is committed to providing an environment conducive to research, study, and academic collaboration. In keeping with **CUNY policies** and campus procedures, we are issuing this memorandum to clarify our rules regarding **photography and video recording** in library spaces.

Photography, filming, and other types of media production in the BCC Library are generally prohibited. These activities are only permitted when explicitly authorized **in advance** by all the following parties:

- **BCC Communications and Marketing Office**
- **The Office of the Provost and Vice President for Academic Affairs**
- **The Chief Librarian / Chairperson of the Library Department**

This policy ensures compliance with **student privacy laws (FERPA)**, maintains the integrity of our academic setting, and safeguards the daily operations of the Library.

Unauthorized photo or video shoots will not be permitted under any circumstances. Individuals or groups conducting such activity without approval may be asked to leave the premises and could be subject to further action by campus authorities.

To request permission, please submit your proposal at least **two (2) weeks in advance** and include the following:

- Purpose and intended use of the photos/video
- Date and time of proposed shoot
- Specific library areas to be used
- Names and affiliations of all individuals involved
- List of equipment to be brought into the facility

All requests should be submitted in writing to the **BCC Office of Communications and Marketing** at: communications@bcc.cuny.edu

For questions regarding this policy or for assistance in preparing a request, please contact the Library at: 1(718) 289-5439

We appreciate your cooperation in helping us preserve a quiet, respectful, and secure academic environment for all members of the BCC community.

