

Yuan Ze University Library

Photography and Filming Management Regulations

Passed at the 1st Library Committee meeting in Academic Year 2016 dated March 29, 2017
Amended and passed at the 2nd Library Committee meeting in the Academic Year 2023 dated April 23, 2024

Article 1 To assist and regulate filmmakers and photographers conducting shooting activities and to ensure the normal operation within Yuan Ze University Library (hereinafter referred to as "the Library"), these regulations are hereby established.

Article 2 The regulations apply for educational, research, or communication purposes.

Article 3 Individuals, corporations, institutions, or groups must first fill out an application form for photography and filming in the library. Upon approval by the Library, the fee should be paid before carrying on.

Article 4 Photography and filming scheduling are prioritized based on the Library hours. The week prior to the exam and during the exam, as well as the period of important activities, should not be opened for photography and filming.

Article 5 Categories, Methods, and Fees for Application

5.1 Faculty, staff, and students: For educational courses or academic research, the applicant should apply the application to the Library at least 3 days before the scheduled date (refer to Appendix 1). After verifying the signature of the course instructor, department, or administrative unit by the Library, the fee will be waived

5.2 Off-campus film and television crews: Photography and filming should have priority for educational promotion or academic research purposes. Commercial photography and filming content should not violate social and morality. Private or wedding photography and filming requests are declined. Applications should be submitted to the Library at least 7 days before the schedule. (refer to Appendix 1). Service charges should be in accordance with the Fee Schedule. (refer to Appendix 2).

For off-campus photography and filming operations that have academic research, public welfare, or substantial benefit to the university, the fee may be reduced or waived only with the approval of a special signatory.

5.3 Group visits require the Library's permission before photography and filming are allowed.

Article 6 Principles of Photography and Filming

6.1 Photography and filming should be conducted in accordance with the area and time of application. Any violations may result in, the Library may request to stop the photography and filming.

- 6.2 During the photography and filming period, the normal operation of the Library should not be affected, the reading area should be quiet, no loud conversation should be allowed, and food and beverages should not be brought into the Library.
- 6.3 It is prohibited to use Library electricity, and any modifications to library equipment must be done with prior consent.
- 6.4 If photography involves the rights of readers or other third parties (such as portrait rights), the applicant should seek their consent first and assume all the legal responsibility.
- 6.5 The applicant should be responsible for ensuring the safety of the staff, maintaining the cleanliness of the venue, and properly maintaining the facilities. Any damage to the Library facilities and items or the loss of the third parties, the applicant should be responsible for compensation and all legal liabilities. For the damage to the building or equipment, the applicant should compensate for the damage or restore the building to its original condition, in addition to forfeiting the security deposit.
- 6.6 During the aforementioned leasing period, the use of products that pose a threat to national cybersecurity (such as mainland-branded software, hardware, and services) is prohibited. If any device is found hacked, please immediately power it off and notify the management personnel for further action.

Article 7 Rescheduling and Cancellation

- 7.1 If the applicant is unable to conduct photography and filming on the scheduled date, they should notify the Library with written paper at least 3 days before the original date. Otherwise, the fees paid will not be refunded, and changes are limited to one time. All the overdue applications should be resubmitted.
- 7.2 In case of emergency use of the venue, the Library should notify the applicant of rescheduling or canceling the application at least 3 days before the originally scheduled date. Upon cancellation, the fees will be refunded, and the applicant cannot raise objections or request compensation
- 7.3 In case of natural disasters or force majeure events affecting the originally scheduled date, an extension or cancellation is possible.
The fee will be refunded without the restriction by the prior terms. An extension should be approved by the Library.
- 7.4 The Library reserves the right to change the photography and filming time or location.

Article 8 The Regulations are implemented after being passed at the administrative meeting, and the same procedure applies to any future amendments.

Note: If any controversies or disputes occur regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.

Yuan Ze University Library
Photography and Filming Application Form

Apply Date: _____

Applicant		Staff/Student ID/Personal ID (Off-campus applicants please provide your ID card number)	
Department/Unit/ Company Name		Phone Number	
E-mail		Number of the member	
Photography/Filming Area	Library : <input type="checkbox"/> B1 <input type="checkbox"/> 1F <input type="checkbox"/> 2F (Please specify the location of the bookshelf)		
Photography/Filming Purpose	(Please attach a proposal, screenplay, or script.)		
Photography/Filming Date and Time			
Equipment	<input type="checkbox"/> Camera <input type="checkbox"/> Video Recording <input type="checkbox"/> Others, please specify _____		
Instructor/Supervisor's Signature	(For off-campus applicants, please attach a copy of the business registration certificate and the bank account details for refunding the deposit)		

Notes

1. Before applying, the applicant should read and agree to abide by the “Yuan Ze University Library Photography and Filming Management Regulations”.
 2. The personal data collected in this form will be used for business contacts during the photography and filming period within the university campus. The application will be declined for failure to provide correct and complete information. Applicants have the right to access and correct their personal data in accordance with Article 3 of the Personal Data Protection Act. For inquiries, please contact the Office of Library and Information Services Consultation and Promotion Division.
 3. During the aforementioned leasing period, the use of products that pose a threat to national cybersecurity (such as mainland-branded software, hardware, and services) is prohibited. If any device is found hacked, please immediately power it off and notify the management personnel for further action.
- I have read and agreed to the above information and am willing to comply with the relevant regulations for the application.

The following fields should be filled out by the library.

Library stamp	Library Review Result	Library management Division	
	<input type="checkbox"/> Approved		
	<input type="checkbox"/> Disapproved		
	Fee		Amount
	Venue		
	Deposit		
	Total		

Yuan Ze University Library

Photography and Filming Fee Schedule

1. This fee schedule is established in accordance with the Yuan Ze University Library Photography and Filming Management Regulations.

Identity	Period	Venue Fee	Deposit
YZU Staff	Monday~ Friday 09:00-21:00	Free of charge	None
YZU Students	Saturday~ Sunday 10:00~16:00		
Off-campus Film/TV Crew	Monday~ Friday 09:00~21:00	09:00~ 13:00 (5,000 dollars) 13:00~ 17:00 (5,000 dollars) 17:00~ 21:00 (5,000 dollars)	10,000 dollars
	Saturday~ Sunday 10:00~16:00	10:00~16:00 (10,000 dollars)	

2. Principles of Fee :
 - (1) Fees are calculated based on the time period. Less than one hour will be counted as an hour.
 - (2) The photography and filming period begins when the photography and filming equipment is brought into the library and ends when the equipment is taken out after photography and filming.
 - (3) The fees will be calculated by the library, and the applicant must pay the fees within 3 days after the Library approves the application.
3. Please remit the deposit to the "Yuan Ze University" account (Account No. 00400100000272). After remittance, please notify the library and provide a copy of the remittance receipt and the bank account details for refunding the deposit.
4. Upon the applicant completes the photography and filming and restoring the venue to its original condition and verified by the Library, the Library will refund the deposit. The refund process may take three to four weeks, so please be patient.

Note: If any controversies or disputes occur regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.