

APPROVED
by Order No. DV-2 issued on
4 February 2019
by Director General of Vilnius University
Library

RULES FOR FILMING AND PHOTOGRAPHING AT VILNIUS UNIVERSITY LIBRARY

CHAPTER I

GENERAL PROVISIONS

1. Rules for photographing and filming at Vilnius University Library (hereafter referred to as Rules) lay down the procedure for photographing and (or) filming at Vilnius University Library (hereafter referred to as Library).
2. Rules apply to all persons filming and (or) photographing at Vilnius University Library except individuals filming and (or) photographing wedding ceremonies or wedding photoshoots at the historical assembly of the Library.
3. The procedure for photographing and filming of weddings at the historical assembly of the Library is established by the Rules for Organising Wedding Ceremonies and Photoshoots at the Historical Assembly of Vilnius University Library.

CHAPTER II

THE PROCEDURE FOR ISSUING A PERMIT FOR PHOTOGRAPHING AND FILMING

4. It is allowed to photograph and film in the Library without prior agreement for the following persons:
 - 4.1. Persons who wish to photograph and (or) film public events that take place in the Library;
 - 4.2. Tourists and other visitors of the Library who photograph and (or) film with non-professional equipment for personal use.
5. With prior agreement and after issuing the permit of the Library it is allowed in the Library:
 - 5.1. To photograph and (or) film in the Library premises for commercial, advertising, marketing and other non-personal uses.
 - 5.2. Photograph and (or) film in the Library premises for personal use when using professional additional equipment or with the help of a professional photographer or filming team.
6. The person intending to photograph and (or) film in the Library premises under the conditions defined in 5.1 and 5.2 (hereafter referred to as Applicant) must fill in an electronic application form *A Permit for Photographing or Filming* on the Library's website at biblioteka.vu.lt at least three days before the desired date of photographing and (or) filming.
7. The application for photographing or filming may be turned down in cases:
 - 7.1. When the purpose of photographing and (or) filming goes against the Vilnius University's and the Library's mission, vision, strategic goals or directions of activities and violates the laws of the Republic of Lithuania.

- 7.2. When photographing and (or) filming would impede the work of the Library, breach public order or in some other way disturb the Library staff and (or) users.
- 7.3. When the Applicant submits his/her Application less than three days before the intended date of photographing and (or) filming (this sub-article does not apply to members of media as well as other persons intending photograph and (or) film public events taking place in the Library and (or) Library staff for non-commercial use).
8. The permit to photograph and (or) film in the Library is granted by the Director General of the Library.
 9. A member of staff of the Library's Communication and Information Office, who is responsible for this area, informs the Applicant about the decision to grant or reject his/her Application by sending him/her an email at the email address indicated by the Applicant within three working days after the submission of the Application (members of media are informed within one working day).
 10. Photographing and (or) filming in the Library defined in the sub-articles 5.1 and 5.2 is charged according to the prices approved in accordance with the procedure provided by the legal acts of Vilnius University.
 11. After evaluating the information provided in the Application, a member of staff of the Library's Communication and Information Office who is responsible for this area charges the price and confirms it with the Applicant.
 12. The Library presents the Applicant with a bill for the permit to photograph and (or) film immediately after the photographing and (or) filming. The Applicant must pay the bill in five working days after receiving the bill.
 13. In cases where the Applicant rents Library premises for photographing and (or) filming, Rental Agreement of Premises (hereafter referred to as Agreement) shall be concluded. The bill for the rent and the permit to photograph and (or) film is submitted and paid under the procedure established by the Agreement.

CHAPTER III THE PROCEDURE FOR PHOTOGRAPHING AND FILMING

14. Persons who are photographing and (or) filming shall film and (or) photograph in the Library premises in compliance with the procedure established by the laws of the Republic of Lithuania and without violating the procedure established by the Library's internal laws.
15. Persons who are photographing and (or) filming have no right to photograph and (or) film persons that are in the Library if they object to that (shows disapproval to being photographed and (or) filmed verbally or by conclusive actions).
16. Persons who are photographing and (or) filming shall have a right to photograph and (or) film in the Library only when acting openly and honestly and they shall not act secretly and dishonestly.
17. In cases where by photographing and (or) filming in the Library the person violates the laws of the Republic of Lithuania and (or) the requirements of the Rules, he or she shall be liable in accordance with the procedure provided for by the laws of the Republic of Lithuania and shall compensate the damage caused to the Library and the third parties.

CHAPTER IV FINAL PROVISIONS

18. The Rules shall be approved, changed and ceased to be in force by the order of Director General of the Library.
19. By the order of Director General of the Library, persons who have violated the provisions of the Rules may be restricted in their right to use Library services.