

FILMING AND PHOTOGRAPHY IN THE LIBRARY– TERMS AND CONDITIONS

The Geological Society Library has three rooms available for filming and photography.

All bookings must be made in acceptance of the following terms and conditions.

Rooms available

There are three rooms available for filming / photography:

- The Main Library
- The Lyell Room
- The Fellows' Lounge

A preliminary meeting with the Library and Information Services Manager to determine the suitability of the room(s) is required. Please contact library@geolsoc.org.uk for an appointment.

Charges for filming / photography

Charges for filming in the library

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| • Up to three hours | £600 |
| • Per hour additional hour (or part thereof) | £100 |
| • Charge for running over time (per hour) | £150 |

Charges for taking photographs in the library for a period of up to 2 hours

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| • For private / personal reasons and unpublished use | £50 |
| • For educational purposes | £50 |
| • For commercial use | £500 |
| • Charge for running overtime (per hour) | £100 |

All charges exclude VAT

Filming / photography conditions

1. Filming / photography are restricted to Monday-Friday 9am-5.30pm and must be supervised by library staff.
2. A fixed library area, any movement of stock, furniture or equipment and details of the filming / photography of books and journals will be agreed in a preliminary meeting with the Library and Information Services Manager.
3. Bookings must be confirmed at least one week in advance. Cancellations or postponement of filming / photography without a minimum of 48 hour notice will incur a penalty charge of 50% of the charges.

4. Full disclosure of the intended purpose of filming / photography must be submitted in writing prior to the agreed schedule. The Geological Society Library reserves the right to refuse permission to individuals and/or organisations if deemed prejudicial to the interests of the Society.
5. The Geological Society requires individuals or production companies to organise indemnity cover for personal injury or damage to the property arising from filming / photography.
6. Food and drinks are strictly forbidden in the Library.
7. Payment of the charges in full must be settled within one month of invoicing.
8. Images of the Library must be credited '*By kind permission of the Geological Society of London*'.

Fabienne Michaud
16 September 2013