



These guidelines are intended for students wishing to film, videotape, or photograph on campus to complete required coursework. The purpose of these guidelines is to balance access to pursue coursework and academic freedom with securing appropriate spaces for learning and protecting rights to privacy for all University community members.

- You should be respectful of University property and the rights of others, and must not interrupt or hinder classes or other activities occurring at the location.
- You must receive permission from the appropriate University representative (building manager, department contact, professor, etc.) having authority for the location being requested. You are solely responsible for securing permission and must follow any additional requirements and guidelines of each location, which vary across campus.
- You must first receive permission from the instructor before filming, videotaping or photographing in a classroom during a class.
- If you have received permission from the instructor to film, videotape or photo shoot during a class, you must post a legible notice at all doors to the classroom stating that filming is taking place during the class.
- You may not use University trademarks or logos --including the wordmark, Block M, and Goldy Gopher-- in your film, video or photos in a manner that implies the University of Minnesota has produced, supports, or endorses the film, video or photos. If an image of a trademark or logo appears in your work for reasons other than to indicate implied endorsement, you should consider including a disclaimer. For example, if you capture footage of the statue of Goldy at Coffman Union in the background of a photo of a person or event you are covering, include a disclaimer in the credits that indicates the photo or video is not produced or endorsed by the University of Minnesota. Contact [brand@umn.edu](mailto:brand@umn.edu) if you have questions about University marks or logos.
- You are responsible for obtaining photo releases from those being filmed, if required.