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Media Application

**For Archives & Special Collections**

# NOTE:

# Please read the *Media Policy for SOAS Archives & Special Collections* prior to submitting your application.

# It is strongly advisable for a member of the production team to visit Special Collections in advance (to assess its suitability as a location for filming). A recce can be organised on request.

# SOAS reserves the right to refuse permission for filming in some instances.

1. Filming sessions are scheduled on **Mondays** ***only***.

# To obtain permission for filming in any other part of the School (i.e. outside of the Library/SpecialCollections), please contact Press and Media Enquiries on +44 (0)20 7898 4135 or email [press@soas.ac.uk](mailto:press@soas.ac.uk)

# PART 1: CONTACT DETAILS

**Name**:.................................................…………………………………… **Date**:....................................

**Job Role:**……………………………………………………………………………………………………………

**Company Name:**………………………………………………………………………………………………….

**Address**:…………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………

**Telephone**: …………………….. **Fax**: …………………………. **E-mail**: ……………………………..

## PART 2: PROJECT SYNOPSIS

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| **Why do you want to film?**…………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………  **If for a course:**  *Name of Department:*……………………………………………………………………………………………………………..  *Course:*……………………………………………………………………………………………………………………  *Instructor’s Name:*……………………………………………………………………………………………………………………… |
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## PART 3: BROADCAST IN WHICH MATERIAL IS TO APPEAR

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| **Title of Programme:**……………………………………………………………………………………………………………….  **Broadcaster:**……………………………………………………………………………………………………………  **How will it be broadcast?**...........................................................................................................................  **Likely date(s) of broadcast/transmission(s):** ……………………..………………………………...……………....  **Part of a series? YES** 🞏 **NO** 🞏 |

## PART 4: FILMING PROCESS

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| **Date and time you wish to film**  **(NB: set time slots, *inclusive* of set-up/pack-up are: 9.30am-12.30pm and/or 1.30pm-4.30pm):**  ……………………..………………………………...…………….........................................................................  **Expected time of arrival:**……………………………………………………………………………………………..  **Expected time of departure (inclusive of pack-up time):**…………………………………………………………………………………………………………………….  **Will any interviews take place?:** **YES** 🞏  **NO** 🞏  **Do you wish to interview a member of staff as part of your film? (if so, please provide detail):**:…………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………….  **How many people will be in the film crew (including interviewees)?**............................................................................................................................................  **Please provide details of your portable lighting equipment and lux levels (for archival conservation purposes). Also state any specific lighting requirements you may have for the SOAS filming space:**  …………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………..  **State if filming of premises is required (details to be stated):**  …………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………….. |
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# PART 5: DETAILS OF REQUESTED ITEM(S) TO BE FILMED

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| Shelfmark/reference number | **Description** |
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## PART 6: DECLARATION

**If permission is granted, I agree to the following:**

1. To ensure that all copyright clearances and permissions from owners of the documents have been obtained in writing (Please **attach** written evidence of copyright permission if copyright is not owned by SOAS);
2. To contact Special Collections once the final version of the programme has been edited, to then determine and pay the reproduction charges\*. (\*See separate form encompassing license authorisation, reproduction charges, and terms & conditions for use of images in publication/broadcast, as outlined within the ***Permission to publish/broadcast*** application form);
3. To credit ***SOAS Library, University of London*** (on-screen during the programme, and also in the broadcast script) as the source of the documents being filmed or the location of filming unless requested otherwise by SOAS Library.
4. To notify SOAS Library of the first transmission date of the production in the UK, and to present a complimentary DVD copy of the broadcast to ***SOAS Library, University of London***.
5. To undertake to ensure that any of our employees, licensees, contractors or agents taking part in the above-mentioned activities will abide by any instructions made by staff of SOAS Special Collections supervising the pre-mentioned filming;
6. To indemnify SOAS Library against all claims arising out of the filming at SOAS Library on ……………………………….(date) and undertake to make good to the satisfaction of the SOAS Directorate any loss or damage to the building or its contents arising from the above mentioned filming. I **attach** evidence of our *public* *liability* *insurance* cover.

**A fee payment of £……………….. is required in advance for the above filming at SOAS Special Collections.**

**On behalf of the above named company I/We have read and agree to abide by the terms and conditions outlined in the *Media Policy* as published by SOAS Special Collections and agree to pay the fee as above in advance of the scheduled filming:**

**Signature**: ……………………………………… **PRINT NAME:**…………………………………………………...

**RETURN COMPLETED FORM AND MAKE FEES PAYABLE TO:**

**Special Collections**

SOAS Library, SOAS

Thornhaugh Street, Russell Square, London WD1H 0XG

Tel: +44 (0)20 7898 4180

E-mail: special.collections@soas.ac.uk