

(2023 年 4 月版)

香港中文大学（深圳）音乐学院 图书馆摄影摄像工作规范 Regulations of Photography and Filming at the Music Library of MUS, CUHK- Shenzhen

为保障音乐学院图书馆（以下简称“图书馆”）的日常运营有序开展、规范馆内的摄影摄像工作，图书馆结合学院实际情况，特此制定本图书馆摄影摄像工作规范。

The following regulations are for the purpose of the orderly daily operation of the Music Library of MUS, CUHK-Shenzhen (hereinafter referred to as “the Library”) as well as the normalization of photography and filming activities at the Library.

一、总 则

A. General Principles

第一条 所有教职员工及其他进入图书馆的摄影摄像人员，均需遵守本工作规范。

1. The regulations are applicable to all the staff and visitors who enter the Library for photography and filming.

第二条 未经图书馆许可，严禁在馆内摄影摄像。

2. Unauthorized photography and filming at the Library are strictly prohibited.

二、摄影摄像工作规范

B. Principles of Photography and Filming

第三条 当有学院内部人员（包含教职工、学生、物业管理人員等）需在图书馆室内空间进行拍摄时，需参照《香港中文大学（深圳）音乐学院图书馆读者行为守则》之“出入馆须知”第5条“为了保护所有读者的隐私，未经图书馆和相关读者的明确授权，不可在图书馆内进行录音、录像、摄影或其他视听记录”执行，在征得图书馆办公室同意并自行获取被拍摄人的授权后，方可在馆内进行拍摄。

3. When staff (including the property management team) or students want to film or photograph inside the Library, they need to obey the 5th article of the “Library Access Guidelines” from the *Code of Behavior for Library Users of the Music Library of MUS, CUHK-Shenzhen*. Photography or filming is only allowed under the authorization of the Library as well as the readers to be filmed or photographed.

若预计拍摄时长超过 10 分钟，拍摄人员须不晚于拍摄前 24 小时与图书馆办公室沟通拍摄时间和拍摄内容；在征得图书馆办公室的同意后，拍摄人员可于预约时间段内在

图书馆内进行拍摄。图书馆办公室须不晚于拍摄前 12 小时发布馆内拍摄日程通知，确保读者知情权。

If the filming or photography process lasts longer than 10 minutes, the film director must communicate with the Library about the content and filming/photography date at least 24 hours in advance. With the consent of the Library, he/she can film or photograph within the reserved time period. The Library will also make an announcement to readers at least 12 hours in advance.

第四条 当有外来人员需在图书馆室内空间拍摄时，学院相关项目负责人须最迟不晚于拍摄前 48 小时与图书馆办公室沟通拍摄时间和拍摄内容；在征得图书馆办公室的同意后，项目负责人须参照《香港中文大学（深圳）音乐学院图书馆读者行为守则》之“出入馆须知”第 1 条，填写《香港中文大学（深圳）音乐学院图书馆参观预约申请表》，并最迟不晚于拍摄前 24 小时交至图书馆办公室。图书馆办公室须不晚于拍摄前 12 小时发布馆内拍摄日程通知，确保读者知情权。当学院相关项目负责人陪同到访人进入图书馆时，项目负责人需立即在图书馆前台填写《香港中文大学（深圳）音乐学院图书馆访客登记表》实际到访人的信息。

4. When visitors want to film or photograph at the Library, the staff member who is responsible for the project must communicate with the Library about the content and

filming/photography date at least 48 hours in advance. With the consent of the Library, the staff member needs to fill in the Library Visitor Form (according to the 1st article of the “Library Access Guidelines” from the *Code of Behavior for Library Users of the Music Library of MUS, CUHK-Shenzhen*) and submit it to the office of the Library at least 24 hours prior to the filming or photography. The Library will also make an announcement to readers at least 12 hours in advance. The visitors must be accompanied by the responsible staff member when entering the Library, and the latter needs to fill in the Visitor Registration Form at the front desk.

第五条 外来摄影摄像人员在馆内的拍摄工作必须由学院的相关项目负责人全程陪同。如因拍摄需要对图书馆内家具、设备及馆藏资源有特殊摆放要求，项目负责人需不晚于拍摄开始时间前 4 个小时与图书馆办公室就相关事宜进行沟通。在征得图书馆办公室同意之后，项目负责人须自行到图书馆内进行现场布置，必要时自行联系物业工作人员帮忙布置。拍摄工作结束后，项目负责人需自行负责将馆内所有因拍摄需要移动过的摆设恢复原样。

5. If the visitors have special requests about the positioning of the furniture, equipment or library resources, the responsible staff member should communicate with the Library at least 4 hours in advance. With the consent of the Library, the staff member can come to the Library and prepare the scene ahead of

time with the help of the property management staff (if necessary). After the filming or photography, the staff member is responsible for resetting the objects concerned to their original position.

第六条 摄影摄像人员入馆时须遵守本馆的《图书馆读者行为守则》。

6. The visitors must obey the *Code of Behavior for Library Users of the Music Library of MUS, CUHK-Shenzhen*.

第七条 摄影摄像人员在馆内应尽可能减少走动，尽量避免使用闪光灯。如需拍摄读者并使用相关素材，必须事先征得本人同意。

7. The visitors should avoid wandering around or using flashlights inside the Library. If they want to film or photograph readers, permission must be granted by the readers concerned.

第八条 如摄影摄像影响到图书馆的正常运营或读者使用，图书馆办公室有权随时终止拍摄。

8. If the filming or photography interferes with the operation of the Library or the users, the Library reserves the right to terminate the filming or photography immediately.

第九条 摄影摄像的内容须经图书馆审核及允许，方可使用及传播。

9. The contents of filming or photography must be reviewed and approved by the Library before use and circulation.

三、附 则

C. Supplementary Articles

第十条 如出现违反本图书馆摄影摄像工作规范的情况，图书馆保留立即终止拍摄的权利及暂停学院相关项目负责人入馆的权利。

10. The Library reserves the right to terminate the filming/photography as well as the responsible staff member's right to enter the Library in cases of violation of the regulations.

第十一条 如摄影摄像人员在图书馆拍摄期间损坏图书馆内任何物品，必须按照本馆的规定进行赔偿；如若在馆内拍摄的内容引发任何法律争议或纠纷，本馆不承担任何连带责任，并保留追责的权利。

11. Visitors are responsible for compensation for any damage to the properties of the Library according to the regulations of the Library. The Library shall not take any joint responsibility for legal disputes caused by the contents of filming or photography, and shall retain the right to pursue legal responsibilities.

第十二条 本工作规范的最终解释权归图书馆所有。

12. In any case, the only valid interpretation of the regulations will be that given by the Library.

第十三条 本工作规范自公布之日起施行。

13. The regulations will go into effect from the issuing date.

香港中文大学（深圳）音乐学院图书馆
The Music Library of MUS, CUHK-Shenzhen
2023 年 4 月 14 日
April 14th, 2023