

APPROVED

by Order No. V-06 of 2020-03-04,
issued by the Director of the
Wroblewski Library of the
Lithuanian Academy of Sciences

**RULES FOR PHOTOGRAPHY AND FILMING
AT THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES**

**CHAPTER I
GENERAL PROVISIONS**

1. The rules for photography and filming at the Wroblewski Library of the Lithuanian Academy of Sciences (hereinafter – the Library, the Rules) regulate the procedure for photography and filming in the Library.
2. These Rules have been drafted in accordance with the Law on Libraries, the Law on the Legal Protection of Personal Data, and the Law on Public Information of the Republic of Lithuania, as well as the Regulations of the Wroblewski Library of the Lithuanian Academy of Sciences and its Rules of Use.
3. Photography and filming may be carried out by a natural or legal person who has submitted an application in accordance with these Rules (Supplement 1 of the Rules) by email to biblioteka@mab.lt, to the responsible employee of the Communication Department, no later than 3 working days prior to the date of filming or photography.
4. An application is required:
 - 4.1. for natural and legal persons wishing to photograph or film in the Library premises for commercial, advertising, marketing, or other non-personal purposes;
 - 4.2. for natural and legal persons wishing to photograph or film in the Library premises for personal purposes using professional equipment or engaging a professional photography or filming team.
5. An application is not required:
 - 5.1. for natural and legal persons (media representatives, photographers, etc.) wishing to photograph and/or film open events held in the Library;
 - 5.2. for natural and legal persons (photographers, media representatives, etc.) wishing to photograph and/or film Library staff as interviewees for the purpose of publicizing the Library's activities, provided their consent is obtained. In such cases, it is sufficient to provide information by email to biblioteka@mab.lt;
 - 5.3. for Library visitors taking selfies with mobile devices in areas open to the public.

**CHAPTER II
PROCEDURE FOR OBTAINING A PHOTOGRAPHY AND FILMING PERMIT.**

6. A natural or legal person intending to photograph or film on the Library's premises for commercial, advertising, marketing, or other non-personal purposes must complete an application (Supplement 1 of the Rules) and submit it by email to biblioteka@mab.lt within the deadline specified in Clause 3 of the Rules.
7. The responsible employee of the Communication Department, within one working day from the date of receipt of the application regarding the intended photography or filming, informs the head of the department where the activity will take place and the head of the Library's Maintenance Department. The employee then registers the application, reviews the completed form, calculates the service fee, and coordinates it with the department head and the applicant. The prepared

- application, endorsed in accordance with the procedure established by the Library's internal regulations, is submitted to the Library Director for approval.
8. The Library Director makes a decision either to approve or to reject the application.
 9. The application may be rejected in the following cases:
 - 9.1. when the purpose of the photography or filming is inconsistent with the Library's mission, vision, strategic objectives, areas of activity, or tasks, or when it contravenes the laws of the Republic of Lithuania or the Rules for the Use of the Wroblewski Library of the Lithuanian Academy of Sciences;
 - 9.2. when the photography or filming would interfere with the Library's operations, violate public order, or otherwise adversely affect the interests of third parties;
 - 9.3. when a natural or legal person intending to photograph or film on the Library's premises submits the application less than three working days before the planned activity. This clause does not apply to members of the media or to natural or legal persons intending to photograph or film open Library events or Library staff for the purpose of promoting the Library's activities.
 10. When the application to photograph or film is approved, the responsible employee of the Communication Department shall inform the applicant in writing no later than within two working days by sending a confirmation to the email address indicated by the applicant. For representatives of the media, the application shall be approved in writing within one working day from the date of its receipt.
 11. When a paid photography or filming service is provided to the applicant, an advance pro forma invoice for payment is sent together with the permit to photograph and film.
 12. The Library's accountant issues the invoice based on the submitted application, and the service fee is calculated according to the rates approved by the Library.
 13. The applicant must pay for the service upon receiving the invoice, but no later than within five working days after the date of the photography or filming.

CHAPTER III PHOTOGRAPHY AND FILMING PROCEDURE

14. Persons photographing and filming must comply with the laws of the Republic of Lithuania, the Rules for the Use of the Wroblewski Library of the Lithuanian Academy of Sciences, as well as the procedures established by other internal regulations of the Library.
15. Flash photography is prohibited for items at the Library's exhibitions.
16. Persons photographing or filming do not have the right to photograph or film individuals in the Library if they object (express their refusal verbally or through implied actions, such as turning away from the camera, covering their face with their hands, etc.).
17. Persons photographing or filming in the Library are allowed to do so only in a fair and open manner and may not do so secretly.
18. If a person photographing or filming in the Library violates the laws of the Republic of Lithuania or the provisions of these Rules, they shall be held liable in accordance with the laws of the Republic of Lithuania and shall compensate for any damage caused to the Library and to third parties.
19. The responsible employee of the Communication Department is in charge of supervising photography and filming during the Library's working hours. Outside of working hours, supervision is the responsibility of an employee of the Maintenance Department, who is informed by the Communication Department employee on the same day the application is approved. Photographing or filming without the presence of a responsible Library employee is strictly prohibited.

20. When publicly using material (clips, videos, etc.) created during filming in the Library publicly, it is mandatory, by mutual agreement, to indicate the filming location (using the caption “Wroblewski Library of the Lithuanian Academy of Sciences” or the Library’s logo).
21. The operator undertakes to provide the final filmed material to the Library free of charge in digital format on a designated storage medium no later than one (1) month after its public presentation. The transfer of the material shall be confirmed by signing a delivery-acceptance certificate (see Supplement No. 2).
22. The Library, having obtained the author’s consent, has the right to use and publicly display the filmed material for internal purposes (for example, during educational activities or cultural events), provided that such use or display of the material is not intended to generate direct financial gain.

CHAPTER IV FINAL PROVISIONS

23. These Rules are approved, amended, and repealed by order of the Library Director.
24. Library employees, applicants, and other persons shall be held liable for violations of these Rules in accordance with the applicable laws and regulations.

APPLICATION FOR PHOTOGRAPHY AND FILMING AT THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES

Applicant:		
	Legal person	Natural person
Legal person's name and legal form / Natural person's name and surname		
Legal person's code		
VAT number		
Address, phone, e-mail		
Information on Photography and Filming Services (hereinafter – the Services):		
Service Location (indicate the location where the services will be provided, e.g., by the stained glass on the stairs, near the sculptures, etc.)		
Service Period	From: YYYY-MM-DD, [time] To: YYYY-MM-DD, [time]	
Information about the Services (purpose of the service, and where the photos or filmed material will be used)		
I acknowledge and confirm that: 1. I have familiarized myself with the regulations in force on the Library's premises and assume full responsibility for the safety of all persons and property present during the photography and filming; 2. payment for the service will be made in advance according to the invoice issued by the Library's accountant, but no later than five working days after the date the service is provided; 3. I have read and understood the Rules for Photography and Filming in the Library.		
_____ Applicant	_____ Signature	_____ Date
Total service fee in euros:		

DELIVERY-ACCEPTANCE CERTIFICATE FOR FILMED MATERIAL AT THE
WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES

YYYY-MM-DD

Title	Storage medium	Quantity

Delivers

Accepts
Director of the Wroblewski Library
of the Lithuanian Academy of Sciences