

Juilliard

Title:	On-Campus Photography, Filming and Recording Policy
Policy Owner:	Office of Public Affairs/ Office of Student Affairs
Contact Information:	Office of Public Affairs Room 214A Main Building (212) 799-5000, ext. 207 publicaffairs@juilliard.edu Office of Student Affairs Room 100 Main Building (212) 799-5000, ext. 200 osa@juilliard.edu
Applies to:	All Members of the Juilliard Community (includes all faculty; staff; students, including College, Pre-College, MAP, and Evening Division)
Effective Date:	March 1, 2018

All students, faculty or staff members should familiarize themselves with the following policy prior to photographing, filming or audio/video recording on the Juilliard campus.

Permitted Activity

Current students, faculty and staff may engage in the following activities without further permission from Juilliard:

- Candid photography and selfies (i.e., phone capture).
- Personal video/audio capture (i.e., phone, simple audio recorder) of individual practice or rehearsal, with permission of all participants.
- Personal capture of performances in practice rooms or other spaces pre-arranged with each department for audition tapes and application materials.
- Posting any of the above with permission of all participants and tagging Juilliard online and identifying yourself as a Juilliard student, faculty, or administrative staff. **NOTE:** Posting of any material under copyright is strictly **prohibited** unless appropriate third party rights clearances have been obtained. Please refer to the guidelines below for posting or other public use of recorded material. You must also comply with Juilliard's Social Media Policy, which can be found in the [Policies & Consumer Information](#) section of the Juilliard website.

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Prohibited Activity

The following activities are prohibited on the Juilliard campus unless the student, faculty or staff member obtains prior written approval from the Office of Public Affairs. Current students also need approval from the Office of Student Affairs.

- Any capture of official Juilliard rehearsals, performances, and/or events—including student recitals.
- Hiring third-party vendors or inviting photographers/videographers to come to the Juilliard campus for photography or audio/video capture of any kind.
- Using the Juilliard logo or Juilliard-owned photos.
- Using the Juilliard name in an official capacity, such as in the title of an event, video, social media account, email address, domain name, or username.
- Speaking on behalf of Juilliard or representing the opinions of the School to the news media or other entities.

Copyright and Intellectual Property Guidelines for Posting or Other Public Use of Recorded Material

As artists and creators, we all want people to respect our work, so in turn, we try to respect the creativity and intellectual property of others, including rights under copyright law.

Facebook, YouTube, and other social media networks have filters to block possibly copyrighted content, and they can restrict your access if you are a repeat offender. Using copyrighted material without permission can potentially lead to more serious legal consequences.

There are not always clear-cut rules about what is and is not allowed, but here are some general guidelines:

- **Research**
 - Look up information on any works you are performing. The general rule of thumb is that any musical composition published prior to 1923 is likely to be in the public domain, but that's not always the case. The reference librarians in Juilliard's Lila Acheson Wallace Library can assist you in researching the copyright status of published works.
- **Ask Permission**
 - Make sure your fellow performers and collaborators are comfortable being recorded or filmed, and ask permission if you would like to post the recording online after the fact.
 - Reach out to composers, publishers, copyright holders, and other third-party rights holders and ask for a licensing agreement. Third-party rights holders include, but aren't limited to, set, costume and lighting designers in

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opera/theater. Explain what you are doing, where you will be posting, and what you are specifically asking permission to do. If you're not making any money from a video or project, that's always a huge plus. If you are making money, be up front about it.

- **Give Credit**
 - o Always identify the artists and collaborators in the video description or in the video itself.
 - o Follow any guidelines you may have received from a publisher or copyright owner regarding crediting language and/or time limitations.

Other Juilliard Resources

- **Juilliard Recording Department** (x284, Room 319)
The Recording Department has a studio, as well as a state-of-the art control room. Students can schedule audio or video recording sessions. Audio and video editing and duplication are also provided. Please contact the Recording Department for more information about available services and pricing.
- **Marks Center for Career Services** (x313, Room 488)
Apply for grants, get resume advice, and jump start the next phase in your career.

Additional Information

- The Juilliard Concert Office handles all Juilliard recitals and performances: boxoffice@juilliard.edu.
- For questions about photography, videography, social media and press coverage, email publicaffairs@juilliard.edu.

To request an official Juilliard social media account, fill out the [social media request form](#) and submit to Jessica Epps (jepps@juilliard.edu) and Sabrina Tanbara (stanbara@juilliard.edu) for review. You must have authorization *before* opening any Juilliard-affiliated social media accounts and comply with Juilliard's Social Media Policy.