

CUNY Graduate School of Journalism
Research Center

Use Policy for Facility

The primary purpose of the Graduate School of Journalism (GSJ) Research Center is to maintain collections and provide services that support the school's curriculum; however, over the past year the facility has also served as a backdrop for filming and photo shoots. While the school's broadcast studio should really be your first choice for filming, if George Casturani is unable to reserve the use of the studio for your needs, the following policy has been put in place for using the research center facility.

Reservations for Filming

The Library makes its facilities available at no charge to GSJ faculty, staff and students for school, or course-related purposes. Because filming will take place during scheduled Research Center hours, the library must remain accessible to library users and staff at all times, although efforts will be made by the Research Center staff to minimize interruptions.

To reserve the space, you must e-mail your request to the Research Center staff <research@journalism.cuny.edu>, at least one week in advance of the date of reservation. Your request must include the following information:

Your Name

Purpose of filming (e.g., capstone project, broadcast assignment, etc.)

Date and time requested

You are encouraged to make your reservation requests as far in advance as possible. Confirmation or denial of reservations will be sent by email. The Chief Librarian retains the option to cancel reservations up to one week before the booking for Library functions.

The Chief Librarian also reserves the right to refuse requests. Reasons may include: a reasonable likelihood of disruption, personal injury, or damage to property; requestors with a record of violating library or campus policies; or potential for disruption of library services. The library cannot be booked for the entire business day, or for specific times over multiple days.

You are responsible for the replacement or repair for damage to Research Center property. The Center must be left in a neat and orderly condition just as you found it.