
Internal Filming Policy

FOR QUESTIONS REGARDING UNC POLICY:

- Review UNC Media Guidelines
- Review UNC Commercial Filming Guidelines
- Contact Karen Moon
 - o Karen_moon@unc.edu
 - o 919-962-8595

Guidelines for Filming at the Ackland Art Museum

GENERAL

- All film crew members are to be escorted and supervised by an Ackland Art Museum staff at all times, both at the filming locations and while walking through all levels of the Museum. Work-study students may not substitute for staff members in this capacity.
- No member of the crew may handle any works of art, frames, pedestals or other Museum property. If an accident occurs it must be reported to Security immediately.
- Only staff trained in object handling may touch the art. The gallery may need to be closed and filming may need to be moved into another gallery.
- No member of the film crew is allowed within two feet of a work of art.
- No smoking is allowed anywhere inside the Museum building. Smoking is not allowed within 100 feet from University facilities' exterior doors.
- No eating or drinking is allowed in any exhibition or public space

LIGHTING

- No direct lighting of works on paper, including photographs, prints and drawings, is allowed (these works are extremely light sensitive).
- If additional lighting on works of art is absolutely necessary for filming, the light must be reflected or cool light.
- All lights/light stands must stay at least 5-10 feet away from any artwork.
- Lights must be turned off and lowered when not in use.

EQUIPMENT

- When tripods or other equipment must be moved, it must be carried vertically and close to the body.
- In general, boom microphones are not allowed in gallery spaces.
- All cables and wires must run along the walls if possible and must be secured either with tape or sandbags.

FILMING THE PUBLIC

- Crew members must ensure that students who do not wish to be filmed are off-camera.
- When filming a public program, an Ackland staff member must gain verbal consent from all adults present.
- If filming minors, legal guardians must complete a filming consent form.