

## Tisch Press Inquiries and Filming/Photography in the Library

### Filming and Photography in the Library

[Filming or photography](#) inside the library by someone affiliated with Tufts requires prior written approval through the Director's Office.

If the requestor is not Tufts-affiliated, or is Tufts-affiliated, but is working with an outside camera crew, the requestor must get permission directly through the university's Public Relations office, who will notify the Director's Office.

### Press Inquiries

On occasion, staff members are approached to provide information to representatives of the press concerning library programs, services, or policies. Such inquiries are referred to the Library Director. Arrangements are made during standard business hours Monday through Friday; night and weekend staff should feel comfortable explaining that inquiries will be addressed on the next regular business day.

If the information requested pertains to the University, please refer the person to the Director of Communications (617-627-5826) or Department of Public Relations (617-627-4173). Please notify the Director and/or Associate Director immediately after making such a referral.

Please see [Tufts Department of Media Relations](#)

### Contact Information for the Director's Office

Main Line: (617) 627 – 3345

Email: [Tischadmin@tufts.edu](mailto:Tischadmin@tufts.edu)

Located in Room 228 (2<sup>nd</sup> Level)