



FILM SHOOTINGS & PHOTO SHOOTS



Guidelines on the use of motifs

in the context of filming and/or photo shoots
in the Staatsbibliothek zu Berlin | Haus Unter den Linden & Potsdamer Straße

General

Filming and shootings are possible by individual arrangement outside the regular opening hours. The respective opening times are shown on the website of the Staatsbibliothek zu Berlin.

Basic Issues

1. There is an absolute ban on smoking.
2. Candles, burning pastes or the like are not allowed.
3. Food and drinks may only be consumed in the agreed rooms/areas. It is not permitted to bring food and drinks into the reading rooms, library area and workspaces.
4. The use of hairspray, make-up, powder or other dusting, dyeing or dripping materials as well as any aerosols or similar spray bottles are not permitted on the property of the Staatsbibliothek zu Berlin.
5. Make-up and catering area must be placed outside the property of the Staatsbibliothek zu Berlin.
6. Dirt trapping mats must be used on the stone floors of the Staatsbibliothek zu Berlin; wagons or other means of transport must be fitted with abrasion-free rollers and must not leave any traces.
7. The contact person of the Museum&Location Veranstaltungsgesellschaft der Staatlichen Museen zu Berlin mbH (hereinafter M&L) will point out the special requirements (e.g. lighting, construction of furniture or technical equipment) during a joint inspection.
8. The rented premises are areas of the Stiftung Preußischer Kulturbesitz. These are regularly inspected and maintained by the staff. Damages are reported daily to the directorate and after shooting to M&L. The turning ranges are taken over by you as seen, recorded acceptances are possible on request.

Delivery & Setup

1. Any conversions and rebuilds may only be carried out with the agreement and approval of M&L.
2. Deliveries may only be made after consultation and with the consent of M&L. Delivery vehicles may only drive on the property of the Staatsbibliothek zu Berlin for loading and unloading and are otherwise to be parked on public roads.
3. No barriers may be made on the property of the Staatsbibliothek zu Berlin.

Techniques

1. The use of technical equipment, materials, etc. must not lead to a change in the usual indoor climate.
2. The minimum distance to collection objects and architectural elements shall be 1.50 m for chairs, technical equipment, lighting fixtures and other furnishings.
3. Furniture, technical equipment (tripods, camera feet, dolly rails, etc.) and other equipment must be covered or provided with molton/felt pads to protect the floors.
4. Power cables, foils etc. must not be glued directly to the floor except for solvent-free paint crevice. All cables must be sheathed.
5. Only the in-house technician has access to the in-house power supply (fuse box etc.).
6. The use of mobile telephones is only permitted outside the reading rooms, library area and workspaces.

For further information please contact us:

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