



Technical-organisational operating conditions For professional film, video, sound recordings or photography in the Swiss National Library NL, Centre Dürrenmatt Neuchâtel CDN or Swiss National Sound Archives (Lugano)

The Swiss National Library (NL) is responsible for the preservation of its collections as part of its legal mandate.

Professional recordings or photography on NL premises are thus only allowed in the presence of NL staff. The instructions of the NL staff present must be complied with.

The following *technical and organisational provisions* must also be observed:

- The use of flash photography or other extra light sources is not allowed when filming, making a video of, or photographing paper or textile items. For all other, unnamed material types, the extra light (which must not shine on any paper or textile items) must have no UV or IR rays and any heat generation must be avoided.
- Increasing the general lighting in a room for a room shoot is allowed to a small extent (provided it does not shine on any paper or textile items).
- Technical equipment such as studio lights with tripod, power cable etc. may not be left unattended.
- There may be no changes to the collection items on display during an exhibition, nor may anything be moved to a different location.
- Persons and equipment must maintain a minimum distance of one metre from the collection items for security reasons.
- The flow of visitors must not be impeded.
- NL staff or third parties may only be photographed or recorded if they give their consent.
- Any photography or recordings in the NL bistro or CDN cafeteria (including terrace) require the agreement of the leaseholder or tenant of the premises.

