



## Rules for photography and filming

Photography and filming in the rooms of the Abbey Library are only permitted with prior permission. The photographs and film shots must comply with the ethical guidelines of the Abbey Library and the «Katholischer Konfessionsteil des Kantons St.Gallen». Applications must be submitted at least 14 days before the desired date. There is no entitlement to the granting of permission. Applications may be rejected without justification. The director or his deputy decides on any exceptional permits.

In order to avoid disruptions in the daily schedule of the museum, taking photos and/or filming can only take place before the opening hours of the museum between 8 and 10 am (Monday to Friday).

The fees depend on the time required, the necessary personnel resources and the purpose of use (commercial/non-commercial).

When using the photographs or the film material, the credit «Abbey Library of St. Gall» must always be given.

### Requirements for photographs and films:

- In general, only the existing museum lighting is available.
- The exhibited manuscripts may not be exposed to any direct light source, not even to so-called «cold light». Taking pictures with flash is not permitted. The maximum light intensity, measured on the glass surface of the display cases, may not exceed 50 lux.
- Curtains may only be handled by museum staff. They are always closed when display cases are uncovered.
- Hard, pointed and/or sharp objects cannot be placed on the floor. Tripods must have soft feet.
- Showcases and objects must not be moved.
- Drones are not permitted inside the buildings.
- The instructions of the museum staff must be followed in all cases.

When photographing or filming people, the personal rights of the people concerned must be respected.

Our general house rules apply. We draw your attention to the fact that the exhibition rooms are not heated.

In the event of violations of these regulations, the Abbey Library reserves the right to expel the offenders.

The Abbey Library accepts no liability for accidents, damage, theft or expenses caused or incurred by the photography or film teams. This also applies to fire or police alarms triggered by photography or film teams.