

**American University of Beirut
Office of Communications
Photography Department
Policy on Photography Requests**

Policy

- Requests for photographs taken outside the AUB campus will be charged even if the Office of Communications plans to cover the event or activity (as a media story), unless prior agreement with the Office of Communications has been arranged.
- Requests for photographs of events on the AUB campus which the Office of Communications does not plan to cover (as a media story) will be charged.
- Requests for photographs of events on the AUB campus which the Office of Communications plans to cover (as a media story) will not be charged.
- The Photography Department will assist clients in obtaining hard copies of the requested photographs providing the client pays the developing studio directly via cash or a check payment.

Payment

Clients will be charged per session:

- Minimum charge per session: \$50
- Charge for one hour session: \$100

Account and center number must be sent to the Office of Communications for processing. Payment inside AUB should be made through "Interdepartmental Notice" stating the account to be charged. The pictures will be sent afterwards through the [AUB File Sharing Service](#) only.

For more information please contact:

Randa Zaiter
Production Manager
Office of Communications
Ext. 2652
E-mail: rb27@aub.edu.lb

Updated: February 24, 2011