

# Photography Etiquette in Conservation and Scientific Research Labs

The following highlights the various groups or individuals by whom photography might be carried out:

## 1. Photography by the public (general), e.g. participants of HLF tours

- Visitors are requested not to take any photos or videos on any device during their visit to the WCEC and other back-of-house areas.
- "No photos" request to be included in the general introduction at the start of each tour. HLF volunteers leading the tours are responsible for reinforcing this request.

## 2. Photography by public (professional), e.g. peers, VIPs

- Visitors can take photographs but are requested to observe the guidelines stated below.
- Guidelines may be distributed to visitors prior to their visit as well as reiterated in the introduction at the start of a tour. Staff leading the tour are responsible for the guidelines being observed.

## 3. Photography by participants of BM training programmes, e.g. International Training Programme

- Participants can take photos while in the conservation studios, but might be asked not to take photos or video on any device while in Science laboratories or during any PowerPoint presentations.
- Visitors to the conservation studios are requested to observe the guidelines stated below.
- Tours through Science can be documented by members of BM staff and shared with participants afterwards should they so wish.
- Guidelines may be distributed to participants prior to their visit as well as reiterated in the introduction at the start of a tour. Staff leading the tour are responsible for guidelines being observed.

### Guidelines for Photography in Conservation & Scientific Research Labs ("House rules")

- Never touch an object nor lean over an object.
- Never touch tools or analytical samples.
- Do not hold a camera very close to and **never** above an object.
- Do not take any videos or voice recordings.
- No photographs of keys, passes, locks, alarms, cameras and back of house areas.
- If photos are used on social media, please tag the British Museum.
- Please respect people who would not like to be photographed. BM staff leading the tour will help to identify colleagues who do not want to be photographed.

## 4. Photography by BM staff of public (general and professional)

### 4.1 General public

- Please refer to BM photo guidelines and be aware of the special procedure for images of children.  
(<http://intranet/organisation/informationmanagement/Data/Pages/Data-protection-photography-in-the-Museum.aspx>)

### 4.2 Peers and participants of training programmes

- Inform visitors that photographs are being taken and for what purpose. Ensure to identify those visitors who do not want to appear in any images.

## 5. Photography by BM staff of BM colleagues

- Ensure correct PPE is worn and best practice is observed, e.g. handling objects with gloves!
- Ensure no keys, passes, locks, etc. are visible in the photograph.
- Seek permission of the colleague depicted in the image before using it for publication incl. on social media.
- Have read and understood the BM social media guidelines.  
(<http://intranet/organisation/audiences/Social%20media/Documents/Social%20media%20guidelines%20for%20staff%202015%20-%20FINAL.pdf>)
- Be aware of any restrictions when working on funded projects, exhibition installations etc.