



HARVARD Kennedy School

Video Use and Filming Policy

This policy outlines the steps necessary to reuse videos and other web content created by Harvard Kennedy School and branded as HKS property, based on Harvard University guidelines.

Media Use

Harvard Kennedy School's [YouTube channel](#) shares video content about life and learning that takes place on campus and around the world. Media are welcome to embed HKS videos and audio from our account, but as a general rule, Harvard Kennedy School does not grant permission to alter or edit footage. Guidelines on where and how to use HKS educational and research content follow Harvard University policy which can be found on the Provost's website: <https://provost.harvard.edu/principles-governing-commercial-activities>

Public Use

When considering re-use of HKS video, seminars, webinars or other internet content, all copyrights apply. Contact [HKS Office of Communications and Public Affairs](#) to determine copyright status.

To use free, public domain videos, such as YouTube, Facebook, Zoom or Instagram work, the following steps are required:

- Contact [HKS Office of Communications and Public Affairs](#) to request use of the video.
- The request is limited to a single use of the material.
- Visuals should be limited to what is seen on the screen.
- There can be no additional HKS or Harvard University branding attached.
- No additional information can be added to the presentation.
- Written consent from all participants is required.
- Re-use is courtesy of Harvard Kennedy School and should be acknowledged as such.
- Material may not be used for commercial use resulting in financial gain for the user, per Harvard University policy: <https://provost.harvard.edu/principles-governing-commercial-activities>.

Guidelines for audio/video recording on campus by outside crews

Recording on campus is allowed under certain conditions as spelled out in the HKS media policy:

- All recording should be completed in a timely and unobtrusive manner, without disruption to the academic environment.
- Prior notification to and approval from the Harvard Kennedy School Office of Communications and Public Affairs office is necessary if you wish to film in common areas (like the Forum and the courtyard) where students, faculty and others may be present.
- Photography and video/audio recording/filming in active classrooms is NOT permitted. Exceptions are only granted with OCPA approval, and with the prior permission of the instructor, who is required to obtain advance permission from all students in the classroom. All students in the room must sign photo/video release forms provided by the media organization, and pre-approved by OCPA, prior to the filming/photo shoot.
- The preferred practice for one-on-one interviews is that they be conducted in an empty classroom or conference room that has been reserved for that exclusive purpose.
- Event organizers must notify audience members prior to the beginning of the program if journalists are invited and present to cover an event.
- No film close ups of students or faculty are allowed without their permission.
- Students and other subjects may need/wish to sign photo/video release forms.
- All other regulations in regards to photography and video-recording on the Harvard campus and the use of the Harvard and/or Harvard Kennedy School name and logo must be abided by the terms dictated on the Provost's website:
<https://provost.harvard.edu/photographing-and-videotaping-harvard-buildings-and-facilities>